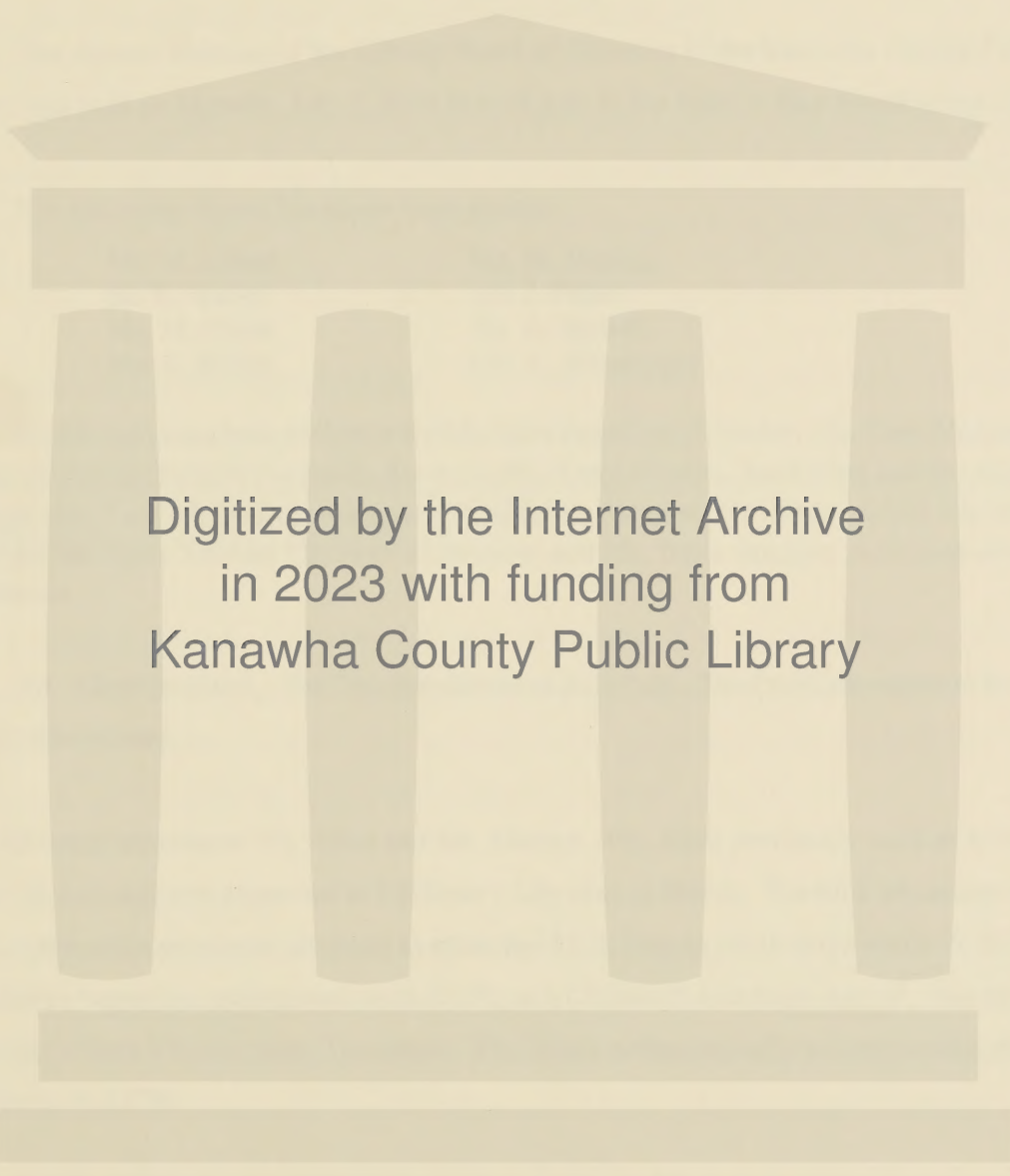




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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 7, 2014

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 7, 2014 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. M. Hussell
Dr. K. Bailey	Ms. J. Pauer
Ms. M. Foster	Ms. A. Russell
Ms. S. Haden	Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Terri McDougal, Manager of Children's Services; Ms. Nancy Allen, Children's Librarian; Ms. Katie Murray, Children's Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Ms. McDougal introduced Ms. Allen and Ms. Murray. Ms. Allen previously worked at the St. Albans Branch and was promoted to Children's Librarian in March. She took advantage of KCPL's education assistance program to attain her MLS Degree while employed with KCPL. Ms. Murray began her employment with KCPL as a Children's Librarian July 1st. She recently relocated to West Virginia from Tennessee. The Board enthusiastically welcomed Ms. Allen and Ms. Murray to KCPL.

Mr. Engelbert reported to the Board that two Library Assistants have also been hired for the Children's Department and will start work soon. He hopes that open hours in the Children's Department can be restored in September after these new employees have completed training. He will keep the Board apprised of any developments.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the June 9, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$79,973.97 and the Book Bills in the amount of \$120,680.19 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$948.10 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$13,520.24 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- In addition to those in the Children's Department, Library Assistants have been hired in the Popular Materials Department and the Dunbar Branch Library. Several of the thirteen positions the Board approved for recruitment remain open, but progress is being made and a majority of these positions have been filled.
- The Library, the Board of Education and the County Commission are working to complete the formal steps necessary for the library levy to appear on the ballot for the November General Election. The Board of Education is the levying authority and must initiate the process for obtaining approval by the County Commission. Mr. Engelbert is monitoring the process and will assist to any extent necessary to make certain that required actions are taken by established deadlines.

- MESH Design presented a draft concept of the new website to assorted staff, patrons, and library supporters. The current timeframe calls for a soft rollout in September with the site completely up and available to the public in October.

NEW BUSINESS:

Election of Board Officers. The proposed slate of officers was submitted to the Board in a report of the Nominating Committee on June 10, 2014. Mr. Albert called for any additional nominations from the floor. There were none. A motion was duly made and approved to elect the following as officers of the KCPL Board of Directors for the fiscal year 2014-2015:

Ms. Cheryl Morgan, President

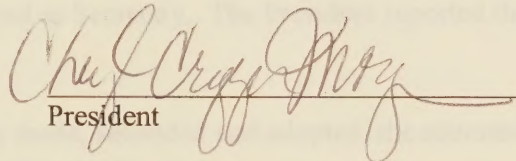
Ms. Jennifer Pauer, First Vice-President

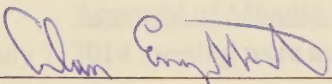
Ms. Elizabeth Lord, Second Vice-President

Mr. Alan Engelbert, Secretary/Treasurer

The Board expressed their gratitude to Mr. Albert for his years of service as President. Mr. Albert restated his commitment to the library and to continued service as Board member.

There being no further business the meeting was adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 11, 2014

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 11, 2014 at 4 p.m. at the St. Albans Branch Library.

The following Board Members were present:

Dr. K. Bailey	Mr. H. Reustle
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Hussell	Ms. A. Silbernagel
Ms. E. Lord	Mr. S. Smith
Ms. C. Morgan	Mr. J. Withrow
Ms. J. Pauer	

Also present were Mr. Alan Engelbert, Director; Ms. Terry Wooten; and Ms. Tricia Stringer, Administrative Coordinator. Guest speakers in attendance were: KCPL Foundation Board President, Tom Heywood; Cross Lanes Branch Library patron, Ms. Barbara Redman; St. Albans Branch Library patron, Ms. Mary Baker; and Main Library patron, Ms. Genevieve Ireland. In addition, the meeting was attended by a number of staff members, branch advisory board members, community leaders, and patrons.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 7, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$143,437.09 and the Book Bills in the amount of \$56,845.32 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$3,708.41 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$3,396.25 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- Hours of service in the Children's Department at the Main Library will be restored effective the first week of September.
- The Kanawha County Commission has drafted and will present a resolution in favor of the Excess Levy to support public libraries. Other local city councils are expected to do so as well.
- Work continues on development of the new KCPL Website. We expect to roll it out to the public in October. A new version of the Sirsi software that includes a powerful new interface to the online catalog and enhanced searching capabilities will be available to the public early in September.
- A new service called Zinio will be available to the public in late August. Patrons will have electronic access to individual issues nearly 100 popular magazine titles.
- The Library replaced a microfilm reader/printer with a new unit that can convert microfilm to a digital image that can then be manipulated, combined into a document with other news articles, emailed, etc.

NEW BUSINESS:

Appointment of Committees. Ms. Morgan distributed a roster of appointments to the standing and ad hoc committees of the Board for 2014-2015. If any members would like adjustments to the appointments, please notify Ms. Morgan.

Resolution in Honor of Service – Michael Albert. Ms. Morgan reported that Mr. Albert could not be in attendance today. The reading of the resolution will be moved to the September Board Meeting.

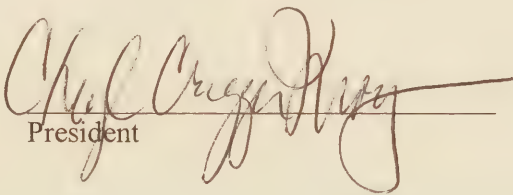
PROGRAM: My Library Is ...
Sharing stories from Our Community

Ms. Morgan thanked the attendees for coming to the meeting and acknowledged and thanked the groups and individuals who are so critical to the Library including the: KCPL Board, Foundation Board, Friends Steering Committee, Branch Advisory Boards, Library Director Alan Engelbert, and Library Staff. She introduced each of the featured guest speakers who shared their stories about their personal experiences with the library and why it is so important to them and to the community.

Ms. Morgan introduced Mr. Tom Heywood, President of the Library Foundation of Kanawha County, Inc. and Chair of a committee of volunteers who have joined together to help pass the levy for public libraries in Kanawha County. He spoke about the importance of the library to every community in Kanawha County and about the upcoming “grassroots” campaign to pass the levy on November 4th. He called on everyone to participate actively in the campaign.

Upon completion of the presentation, everyone was invited to stay for refreshments and tour the facility.

There being no further business the meeting was adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 8, 2014

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 8, 2014 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert

Dr. K. Bailey

Ms. N. Chilton

Ms. S. Haden

Ms. M. Hussell

Ms. B. Lord

Ms. E. Lord

Ms. C. Morgan

Ms. S. Poffenbarger

Ms. V. Rugeley

Ms. A. Russell

Ms. A. Silbernagel

Mr. S. Smith

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Elizabeth Fraser, Reference Supervisor; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the August 11, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$163,675.24 and the Book Bills in the amount of \$79,596.66 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,533.78 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$470.36 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- Hours of service in the Children's Department at the Main Library have been restored as of September 3rd. It is with regret that we accepted the resignation of Riverside Branch Manager Cathy Pierce to take a new position with the Calhoun County school district.
- Mr. Engelbert has attended staff meetings at all branches and departments to explain the levy on the November ballot and make sure staff have clear guidance on what they can and cannot do in relation to the levy while at work and on their own time. He has also met with library branch advisory boards and the mayors and councils of cities and towns where branches are located to discuss the upcoming levy election.
- Work continues on development of the new KCPL Website. Staff are working extensively on the process to migrate content from the current to the new website, which we hope to roll out to the public by mid-October. A new version of the Sirsi software that includes a powerful new interface to the online catalog and enhanced searching capabilities will be available to the public no later than the end of September. Mr. Engelbert thanked Susan Murphy, Kay Ferrill and Todd Cook for their hard work in implementing the new online catalog, which is a complex undertaking.
- A new service called Zinio was made available to the public in late August. Patrons now have electronic access to individual issues of nearly 100 popular magazine titles.

Staff Report:

Mr. Engelbert introduced Ms. Elizabeth Fraser provide a demonstration on the Zinio service. She provided an overview of the service and demonstrated to the Board how to navigate the site. Some Board members have already used this service and have been very pleased with it. Ms.

Fraser passed around multiple types of personal devices for the Board view and provided a handout of the instructions for setting up the service.

REPORTS OF COMMITTEES:

Finance Committee. Ms. Lord reported that the Finance Committee met recently to discuss multiple topics.

Carry Over Requests. The Finance Committee reviewed the proposed carry over adjustment to the 2014-2015 Budget. Mr. Engelbert explained the requests to the Board.

Upon a motion duly made and carried, the below resolution was approved.

RESOLVED, that the fiscal year 2014/2015 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Automation Repair & Maintenance	Automation	\$ 5,370.00
Automation Supplies	Administration	\$ 3,988.12
Building Repair & Maintenance	Facilities	\$ 493.00
Capital Expense	Dunbar	\$ 8,585.82
Capital Expense	New Main Library	\$ 135.00
Copier Expense	Administration	\$ 126.14
Furniture & Equipment	Administration	\$ 4,961.57
Furniture & Equipment	Children's	\$ 3,036.48
Furniture & Equipment	Adult Services	\$ 10,859.13
Furniture & Equipment	Bookmobile	\$ 26.81
Furniture & Equipment	Cross Lanes	\$ 301.92
Furniture & Equipment	Riverside	\$ 3,024.08
Furniture & Equipment	Sissonville	\$ 907.15
Housekeeping Supplies	Facilities	\$ 2,209.67
Miscellaneous Expense	Administration	\$ 90.00
Printing	Marketing & Development	\$ 1,115.00
Programing	Adult Services	\$ 661.25
Recruitment	Administration	\$ 419.71
Supplies	Administration	\$ 652.65
Supplies	Automation	\$ 104.50
Supplies	Tech Services	\$ 195.00
Supplies	Marmet	\$ 56.33
Vehicle Maintenance	Facilities	\$ 454.87
Vehicle Maintenance	Bookmobile	\$ 1,403.59
	SUBTOTAL	\$ 49,177.79

UNEXPENDED COMMUNITY PARTICIPATION PROJECT
GRANT FUNDS

Administration		\$	28,000.00
Clendenin		\$	3,799.84
Cross Lanes		\$	557.70
Elk Valley		\$	3,750.00
Nitro		\$	171.61
Sissonville		\$	3,959.24
Marmet Construction		\$	19,250.00
	SUBTOTAL	\$	59,488.39
OTHER			
Collection Materials	Nitro	\$	13,821.39
	SUBTOTAL	\$	13,821.39
Grand Total		\$	122,487.57

NOTE: At the board meeting held May 14, 2012 a resolution was approved to carry forward \$261,855 from the 2011/2012 budget to the 2012/2013 and 2013/2014 and 2014/2015 budget to pay the lease costs at Elk Valley. The resolution was reconfirmed by the Board at its meeting of May 12, 2014

Acceptance – Community Participation Grant. Mr. Engelbert notified the Board that KCPL was awarded a CP Grant in the amount of \$25,000 to be used for the purpose of renovating and expanding the Teen Zone area of the Main Library. The funds are administered by the Kanawha County Regional Development Authority. KCPL will receive reimbursement for expenditures incurred instead of receiving the funds directly for deposit from the West Virginia Library Commission, as was the practice in prior years.

Upon a motion duly made and carried, the Board approved the acceptance of \$25,000 in Community Participation Grant provided by the WV Development Office and the Governor.

Courier Van Replacement. Ms. Lord distributed to the Board a resolution forwarded by the Finance Committee regarding the replacement of the Courier Van with a recommendation that it be approved. Mr. Engelbert explained the usage and condition of the current vehicle. We plan to keep the current Courier Van as a backup and to use as a utility van, and to declare surplus the 1992 Box Van that

currently serves in the backup/utility capacity. KCPL received three responses to the Request For Quotation document issued by the Library and the Committee recommends acceptance of the low proposal received.

Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL) delivers materials to meet patron demand five days per week between all of its facilities and to the Nitro Public Library utilizing a Library-owned "Courier Van"; and

WHEREAS, the existing Courier Van was purchased in 2007 and has traveled 221,331 miles as of September 4, 2014; and

WHEREAS, funds were included in the 2014-2015 KCPL Budget to purchase a new vehicle to replace the Courier Van; and

WHEREAS, a "Request for Quotation" document was issued and three qualified quotations were received in response; and

WHEREAS, Matheny Motors, 3rd and Ann Street, Parkersburg, WV 26101 submitted the lowest quote in the amount of \$33,140.66;

NOW, THEREFORE BE IT RESOLVED, that the quote from Matheny Motors be accepted; and be it further

RESOLVED, that the 2007 Courier Van be retained to serve as a utility vehicle and backup to the new Courier Van when it is received; and be it further

RESOLVED, that the 1992 Box Van owned by the Library and serving as a utility vehicle be declared surplus and disposed of as salvage; and be it further

RESOLVED, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions, as they, with the advice of legal counsel to the KCPL, deem to be necessary

Issuance of RFP for Audit Services. KCPL must issue an RFP through the

State Auditor's office for audits of the 2014 and 2015 fiscal years. Ms. Lord reported that the Finance Committee recommends the RFP request only an audit of KCPL with the Library Foundation of Kanawha County, Inc. included as a blended component instead of requesting production of separate audit documents of the KCPL and the Foundation. The same information regarding the Foundation was presented in both audit documents, rendering a separate audit of the Foundation redundant.

Upon a motion duly made and carried, the Board approved that the RFP for the audits of the 2014 and 2015 fiscal years be issued requesting only audit of KCPL, including the Foundation as a blended component.

OLD BUSINESS:

Resolution in Honor of Service – Michael Albert. Ms. Morgan expressed gratitude on behalf of the entire Board for Mr. Albert's leadership and dedication while serving as President of the Kanawha County Public Library Board of Directors. Mr. Albert was presented with a framed print of the Main Library and upon a motion duly made and seconded the following resolution was unanimously approved.

RESOLVED, That Michael Albert has served as the President of the Board of Directors of the Kanawha County Public Library since July 2005; and

WHEREAS, Mr. Albert has led the Library with great distinction during a period of time that has seen the implementation of the "Open a Modern Classic" capital campaign; the architectural planning of the proposed new Main Library and other library facilities; the purchase of several properties at the site of the proposed new Main Library; changeover in Library administration; the opening of the new Elk Valley Branch; replacement of the Bookmobile with a Mobile Library; complete replacement and upgrade to the Library's data communications system; provision of a vast array of electronic and downloadable resources; and continued legal, political and service issues caused by loss of funding through the Kanawha County Board of Education; and

WHEREAS, Mr. Albert has given tirelessly, enthusiastically and selflessly of his time and talent for the benefit of the Library;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership he has rendered to the Library during his tenure as President of the Board.

NEW BUSINESS:

Retirement Resolution – Jessica Harper. Upon a motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, Ms. Harper was employed by the Kanawha County Public Library in December 1982 and has submitted her intent to retire effective September 30, 2014; and

WHEREAS, Ms. Harper has served as a Junior Clerk at the Main Library from December 1982 until July 1985; and

WHEREAS, Ms. Harper has served as a Library Clerk III at the Main Library-Technical Services Department from July 1985 until January 1992. During that period, Ms. Harper served as a Library Associate I in charge of the Glasgow and Marmet Branches from August 1987 until October 1987; and

WHEREAS, Ms. Harper has served as a Library Associate I at the Main Library-Technical Services Department from January 1992 until August 1992; and

WHEREAS, Ms. Harper has served as Acting Technical Services Assistant Department Head/Library Associate II from August 1992 until May 1993; and

WHEREAS, Ms. Harper has served as a Technical Services Assistant Department Head/Library Associate III from May 1993 until July 2001; and

WHEREAS, Ms. Harper has served as a Library Associate IV/Technical Services Coordinator from July 2001 until her retirement; and

WHEREAS, Ms. Harper fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Harper's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Harper a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Harper.

VolunTEEN Resolution. Upon a motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

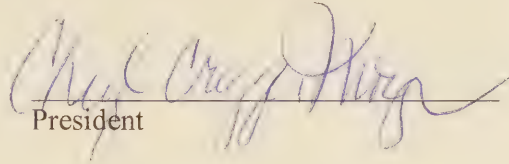
WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2014 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Other. Ms. Morgan commented on how crucial the levy on the ballot for November's general election is to KCPL and how vital it is for Board members to work actively to help the levy pass. Efforts to pass the levy are organized through the "Vote Yes for Libraries" committee which meets every Wednesday at 5pm at the Bowles Rice office on Quarrier Street through Election Day. Board members should attend meetings and invite others to participate. All are welcome. Ms. Rugeley is coordinating volunteers to speak to any group that agrees to have a presentation about the levy. Ms. Silbernagel is coordinating volunteer participation in community events such as festivals, parades, and sign waving efforts. Ms Morgan asked all Board members to identify speaking opportunities or community events throughout Kanawha County to Ms Rugeley or Ms Silbernagel as appropriate, and especially to volunteer, to participate in campaign activities and to take every opportunity to inform people about the levy. The official kickoff for the campaign is Friday, September 12th. There will be events at multiple

branch locations. You will be receiving an email with details and can find more information on the campaign website www.lovingmylibrary.com .

There being no further business the meeting was adjourned.



President



Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
October 13, 2014

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 13, 2014 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Ms. N. Chilton
Dr. M. Foster
Ms. B. Lord
Ms. C. Morgan

Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Susan Murphy, Sirsi Coordinator; Ms. Kay Ferrill, Technical Services Manager; Mr. Todd Cook, Sirsi Administrator; and Ms. Tricia Stringer, Administrative Coordinator.

Josh Dodd from MESH Designs was also present.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the September 8, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$215,359.80 and the Book Bills in the amount of \$89,384.62 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,691.51 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$570.93 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- KCPL received a waiver from the West Virginia Library Commission for the Maintenance of Effort requirement for FY 2015. The letter requesting a waiver and the response from the Commission were previously distributed to Board members.
- Friends of the Library provided funds to purchase three Early Literacy workstations. They have been installed at St. Albans, Elk Valley, and Main and have been very popular. Mr. Engelbert and the Board thanked the Friends for supporting this expansion of service.
- Mr. Engelbert and Ms. Wooten met with representatives from the West Charleston Kiwanis Club, which is interested in doing a fundraiser on behalf of the Library. It would involve use of the fountain on the plaza at Main for a “Corporate Regatta,” a competition featuring sponsors racing toy wooden yachts powered by super soakers. The event would likely be scheduled during FestivAll 2015. Mr. Engelbert distributed materials provided by the Kiwanis regarding similar past events. The Board by consensus agreed that this concept should be pursued.
- The annual Used Book Sale is scheduled from 8am-5pm on Saturday, October 25th at the Civic Center. There are still volunteer opportunities available.
- Over the next few weeks the Board will see advertising spots highlighting various services offered by the Library on TV. The cost of production was paid for by the Friends, with air time purchased using funds generated by the Book Sale. Ms. Wooten showed the Board two of the spots. There will also be spots on various radio stations, run and paid for by the Vote Yes for Libraries Levy Campaign.

Staff Report:

Ms. Susan Murphy demonstrated a new interface to the online catalog that is part of the Sirsi system. The new interface is intuitive, user-friendly and provides many new features that patrons

will appreciate. Feedback from staff and early users has been very positive. Mr. Engelbert thanked Ms. Murphy, Ms. Kay Ferrill, and Mr. Todd Cook for their hard work on this very complex project. It is a job well done.

Other Report:

Mr. Dodd from MESH Designs was on hand to provide a preview of the new KCPL website that will be released for public use next week. He provided an overview of each section and highlighted some of the enhancements. Board members will be receiving an email with a link to the website and are asked to please explore the site and provide feedback to Terry Wooten prior to its going live. Both MESH and KCPL staff will continue to work on the site and fix any issues that arise. Mr. Dodd has requested that early users create a profile in order to populate the online community with users before the site goes live to the public.

REPORTS OF COMMITTEES:

Personnel Committee. Ms. Morgan reported that the Personnel Committee met to discuss the proposed Policy #505 - Criminal Background Check, drafted in response to requirements of insurance carriers in order to obtain coverage for molestation and abuse at reasonable rates. The policy applies to job applicants to whom a conditional offer of employment has been made and to all current employees. The Committee recommends approval by the Board. The Board members discussed this issue and the draft policy and procedure guidelines at length. It was moved, seconded and carried that Comments, section c. be amended to read

If unreported felony or misdemeanor convictions are discovered in the criminal background check, an offer of employment will be rescinded, and, if employed, the individual may be subject to termination from employment, unless the individual proves that the report is an error. The decision to reject or terminate an individual with an unreported felony or misdemeanor conviction is solely at the discretion of the KCPL.

Upon a motion duly made, seconded and carried, the Board approved the below resolution and accepted the policy as amended. The Board also approved a motion to require FBI Background checks for all applicants prior to finalizing an offer of employment and for current

employees with less than ten years of service with KCPL. Current Employees that have been continuously employed by KCPL for more than ten years and are residents of West Virginia will undergo a West Virginia State Criminal Background check only.

WHEREAS, the Kanawha County Public Library (KCPL) strives to provide a safe environment for all patrons, staff, and volunteers by ensuring to the reasonable extent possible that KCPL employees have not committed criminal acts that would disqualify them from employment; and

WHEREAS, this purpose will in part be achieved by conducting a criminal background check on job applicants to whom a conditional offer of employment has been made by the KCPL and on all current KCPL employees; and

WHEREAS, the KCPL will institute and conduct background checks and will administer the hiring and employment process in a fair, consistent and non-discriminatory manner through the adoption of necessary policies and procedures;

NOW, THEREFORE BE IT RESOLVED, that the KCPL Board of Directors hereby adopts Personnel Policy #505 – Criminal Background Checks effective October 13, 2014 and directs and instructs the Manager of Human Resources and the Director to take such action as may be necessary to implement the provisions of the policy and ensure that these provisions continue to be carried out over the intervals established therein.

**KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
PERSONNEL POLICIES AND PROCEDURES**

SECTION: 500 – PERSONAL CONDUCT **EFFECTIVE DATE:** January 1, 2015

POLICY NO. 505

SUBJECT: Criminal Background Check

POLICY: The Kanawha County Public Library (KCPL) strives to provide a safe environment for all patrons, staff, and volunteers by ensuring to the reasonable extent possible that KCPL employees have not committed criminal acts that would disqualify them from employment. This will in part be achieved by conducting a criminal background check on job applicants to whom a conditional offer of employment has been made by the KCPL. Criminal background checks will also be conducted

over a two year period on all current employees of the KCPL beginning with the effective date of this policy and at five year intervals thereafter. The KCPL will contract with a qualified third party to conduct criminal background checks. This policy establishes consistent standards for conduct of criminal background checks prior to hire and for all employees at a defined interval thereafter.

ELIGIBILITY: A criminal background check shall be performed on each new hire upon the extension of an offer of employment. Employees hired after the effective date of this policy shall be subject to repeat of a criminal background check every five years. All current employees working after the effective date of this policy shall be subject to a criminal background check and shall be subject to repeat of a criminal background check every five years.

COMMENTS:

- a. An applicant's failure to consent to a criminal background check will result in rejection of the applicant for hire. Falsification of any information provided by the applicant pursuant to applying for employment at the KCPL is grounds for rejection of the applicant. Failure to disclose on the employment application any prior felony or misdemeanor convictions, other than traffic offenses punishable only by a fine, shall disqualify an applicant from employment at KCPL. Failure of an individual currently employed at the KCPL to consent to a criminal background check will result in termination from employment.
- b. Applicants with felony or misdemeanor convictions will not be automatically disqualified from KCPL employment, and a KCPL employee's felony or misdemeanor convictions will not result in automatic disciplinary action or termination from employment. If an applicant's or employee's criminal background check reveals a pending criminal charge or criminal conviction, the KCPL will engage in an individual analysis to determine whether a substantial relationship exists between a pending charge or criminal conviction and the functions of the position for which an individual has applied or which an individual occupies.
- c. If unreported felony or misdemeanor convictions are discovered in the criminal background check, an offer of employment will be rescinded, and, if employed, the individual may be subject to termination from employment, unless the individual proves that the report is an error. The decision to reject or terminate an individual with an unreported felony or misdemeanor conviction is solely at the discretion of the KCPL.

- d. Subsequent to initial employment, the KCPL requires employees to report any criminal arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine) to Human Resources within twenty-four (24) hours or the earliest possible opportunity. Failure to make the required report may result in disciplinary action, up to and including termination from employment. The KCPL will engage in an individual analysis to determine whether a substantial relationship exists between a pending charge or criminal conviction and the duties of the position which an individual occupies.
- e. Employees who apply for positions posted internally or externally shall not undergo a criminal background check except at the five year interval established by this policy. Former employees who are rehired or recalled within 180 days of resignation from employment from KCPL or per the Reduction in Workforce policy #106, will be subject to a criminal background check at five years from the date of the last criminal background check.
- f. In addition to a criminal background check, the Human Resources Manager will review the Sex Offender Registry twice a year. Additional criminal and non-criminal checks (e.g., motor vehicles, etc.) may be conducted when appropriate in relation to the duties of the position. The KCPL will engage in an individual analysis to determine whether a substantial relationship exists between pending charge or criminal conviction and the duties of the position which an individual occupies.
- g. Results of the criminal background checks shall be provided to Human Resources. Information collected is confidential, and shared only with those with a compelling need to know, who in turn are bound by the confidentiality provision of this policy. The records will be securely maintained during the duration of employment and in accordance with state retention policy. The KCPL shall provide for proper disposal of records pursuant to applicable federal law. Any third party with whom the KCPL contracts to conduct criminal background checks shall be required to comply with all applicable laws and regulations in conducting criminal background checks and in maintaining and disposing of records of such criminal background checks.

Policy approved by a resolution of the Board of Directors on October 13, 2014.

OLD BUSINESS:

None.

NEW BUSINESS:

Appointment of Ad Hoc Audit Committee. Ms. Morgan appointed an Ad Hoc Audit Committee responsible for reviewing and scoring proposals submitted by firms wishing to conduct audits of KCPL and the Library Foundation of Kanawha County, Inc. for Fiscal Years 2013-2014 and 2014-2015 consisting of Mr. Albert, Dr. Bailey, Ms. Hussell, Ms. E. Lord, and Mr. Reustle. The Committee will forward a recommendation to the Board for final action.

Resolution in Honor of Matthew Smith. Upon a motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, Mr. Matthew Smith submitted his resignation from the Kanawha County Public Library Board of Directors effective August 10, 2014; and

WHEREAS, Mr. Smith had been a faithful, dedicated and invaluable member of the Board of Directors since 2004, including distinguished service as Chair of the Financial Affairs Committee and Chair of the Building Committee; and

WHEREAS, Mr. Smith has furthered the aims and purposes of this institution by his conscientious service on several committees of this Board; and

WHEREAS, Mr. Smith has given his time and expertise to the continued benefit of the Library and has been a source of wise counsel and insight to the Library Board;

NOW, THEREFORE, BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Mr. Smith from the Board of Directors of the Kanawha County Public Library; and be it further

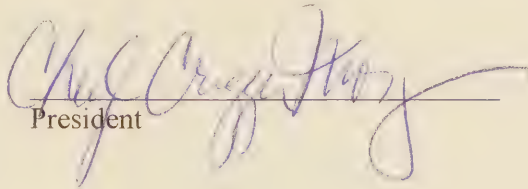
RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Mr. Smith for his years of faithful service and dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Mr. Matthew Smith.

Other. Ms. Morgan suggested that the Membership committee to begin the process of filling the vacancy on the Board created by Mr. Smith's resignation.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
November 10, 2014

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 10, 2014 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert

Ms. S. Haden

Ms. B. Lord

Ms. C. Morgan

Ms. J. Pauer

Ms. S. Poffenbarger

Ms. A. Silbernagel

Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Interim Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the October 13, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$127,473.07 and the Book Bills in the amount of \$68,680.53 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$1,310.51 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$443.55 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- The Library has made progress on implementing the recently-approved policy regarding background checks for all new and current employees. The policy was reviewed by Human Resources Manager Marsha Alford with all managers, who then reviewed it with their staff members. All staff have received a copy of the policy. Ms. Alford has contacted Morpho Trust to begin the process of setting up an account to handle the background checks.
- The new KCPL Website was rolled out to the public at the end of October. We have received mostly positive feedback to this point. Mr. Engelbert thanked the many staff members who worked on the project, and specifically mentioned Ms. Terry Wooten, Mr. Joshua Myers and Ms. Elizabeth Fraser.
- The Annual Used Book Sale was held on October 25th at the Civic Center. This was the twentieth year of the sale. This year's sale grossed \$20,623.75, which brings the twenty year total to nearly \$500,000. Not-for-profit entities were allowed to take any items desired from stock remaining at the end of the sale. Mr. Engelbert thanked Ms. Sandy Frercks and the entire Facilities Staff for their work on the sale throughout the year, along with all other volunteers for their efforts.
- Mr. Engelbert thanked the many KCPL staff members who worked hard on their own time on the levy campaign. The entire staff is glad to be able to go back to putting our focus exclusively on providing excellent service to the people of Kanawha County.

Special Presentation:

Ms. Morgan congratulated Ms. Brooke Lord on the birth of her son, Greyson. A brief ceremony was held to present three week old Greyson with his first Library card as the newest member of the KCPL family. Ms. Lord expressed her thanks for all the well wishes.

REPORTS OF COMMITTEES:

Ad Hoc Audit Committee. Ms. Morgan and Mr. Engelbert reported that the Audit Committee met to discuss, evaluate and score proposals from firms wishing to conduct the FY 2014 and 2015 audits of the KCPL, which will include the Foundation. Based on the review and

scoring of proposals, it is the unanimous recommendation of the committee to retain Perry & Associates as the Auditors for KCPL.

It was moved, seconded and carried that the Board of Directors of the KCPL hereby authorizes the President or the Director on behalf of the KCPL to execute a contract with Perry & Associates to conduct the FY 2014 and FY2015 audits for KCPL on the terms discussed in the proposal.

OLD BUSINESS:

None.

NEW BUSINESS:

Levy Election. The Levy in support of public libraries in Kanawha County passed with overwhelming support from the community. The Board expressed its great satisfaction with the outcome of the levy and its heartfelt thanks to the voters who came out in support of their library by a 2-1 margin. The Board also thanked the many volunteers who gave generously of their time and treasure to the grassroots campaign to pass the levy. Now that the funding for KCPL is on firm footing for the next five years, the Administration and Board can begin the work of restoring and enhancing service. There is much planning and work to do prior to the levy funding going into effect on July 1, 2015. Mr. Engelbert provided the Board with some areas that require attention in the near future.

- The Personnel Committee will meet to discuss the impending increase in minimum wage, staff compensation and priority staff recruitment issues.
- The ongoing Teen Zone project will continue to progress and developing issues with the data communications system and Internet access will receive attention.
- Staff will begin efforts to reinstate the West Virginia Book Festival.
- A new long range planning process has to be conducted and a new Plan submitted to the West Virginia Library Commission.
- Mr. Engelbert will work with the Board of Education and other entities to work out the logistics of receiving levy funds and their disbursement to the three public libraries involved.

Mr. Withrow reminded the Board that no funds may be received for some period of time after the levy goes into effect in July and that tax collections can vary significantly from month to month.

Other. The Friends Basket Auction will be held April 11, 2015 at Columbia Gas. This is the same venue as previous years. Please save the date and expect further details as the event draws closer.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 8, 2014

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 8, 2014 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Ms. N. Chilton	Ms. S. Poffenbarger
Dr. M. Foster	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Russell
Ms. M. Hussell	Ms. A. Silbernagel
Ms. B. Lord	Mr. J. Withrow
Ms. C. Morgan	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Terri McDougal, Children's Services Manager; Ms. Katie Murray, Children's Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the November 10, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$75,746.55 and the Book Bills in the amount of \$56,412.77 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$11,178.27 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$33,781.24 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert announced that Ms. Toni Blessing is now the Associate Director of Public Services. He thanked her for serving in that capacity on an interim basis over the past months. The Board congratulated Ms. Blessing on this well-deserved promotion.
- Mr. Engelbert provided an update on the Mobile Library. The bus carries almost 16,000 items and had over 22,000 visitors last fiscal year that checked out over 38,000 items. These numbers are almost directly equivalent to the Clendenin Branch. Since its purchase in 2010 there have been unusual mechanical issues with belts shredding and coolant hoses rupturing. The costs involved were covered under warranty and then recall, respectively. Because this bus is taller, it does have trouble with handling high winds and has been pulled off the road from time to time for that reason.
- The West Virginia Library Association is in the process of adopting legislative goals for the 2015 session. A priority will continue to be keeping Grants in Aid at least at the same level. GIA amounts to over \$884,000 for KCPL this fiscal year. Library Day at the Legislature is set for Tuesday, February 24th, with the reception that evening. More information will follow after the first of the year.
- The following projects are priorities for KCPL going forward: conduct a process to develop a new Long Range Plan; near term recruitment of front line staff and evaluating staffing needs and aligning staffing with the Long Range Plan; implement background checks; reopen the Technology Center; plan for the return of the Book Festival in October; begin implementation of the Teen Zone project at Main; and take advantage of increased funding to the E-Rate program to improve data line capacity, Internet access and building infrastructure.
- Staff and Board members have been attending Holiday open houses across the system and have received wonderful feedback from branch communities regarding the successful Levy campaign. All are very proud of the important role each branch community played in explaining the issue and getting out the vote.

Staff Report:

Mr. Engelbert introduced Children's Librarian, Katie Murray. Ms. Murray provided the Board with a short history of the national Every Child Ready to Read program and outlined the main objectives and associated tasks that help children develop skills necessary to be able to read. Libraries specifically work towards closing the "knowledge gap" that correlates to family circumstance and income levels. One tool that KCPL has been utilizing recently is the AWE learning Station that develops literacy skills through games targeted to ages 2-8. KCPL currently has three of these stations that were purchased by the Friends through Basket Auction proceeds.

REPORTS OF COMMITTEES:

Personnel Committee: Pay Range Adjustment and Staff Compensation

Ms. Pauer reported that the Personnel Committee has met twice to consider recommending to the Board that adjustments be made in salary scales and staff compensation effective with the pay period that begins December 26, 2014. She acknowledged that the timing of bringing this issue to the Board is awkward given that it is in close proximity to the recent levy election. However, the need to address the issue is driven by three factors which would cause the Committee to make the same recommendations even if the levy had been defeated. They are:

1. The need to retain experienced, current employees
2. The need of the Library to begin recruitment to fill some of the many positions it has left vacant in the run up to the election and
3. The impending increase to West Virginia's Minimum Wage on January 1st.

Ms. Pauer read aloud the proposed resolution. A motion was duly made and seconded. Board member Mr. J. Withrow called for a Roll Call Vote. Voting Yes: Mr. M. Albert, Ms. N. Chilton, Dr. M. Foster, Ms. S. Haden, Ms. M. Hussell, Ms. B. Lord, Ms. C. Morgan, Ms. J. Pauer, Ms. S. Poffenbarger, Ms. V. Rugeley, Ms. Angelia Russell, and Ms. A. Silbernagel. Voting No: Mr. J. Withrow. The following resolution was approved.

WHEREAS, the fiduciary responsibilities of the Board of Directors of the Kanawha County Public Library (KCPL) include the overall management of the Library to provide the best possible library services to the public within the limitations of budgetary resources; and

WHEREAS, the Board recognizes that attracting and retaining competent, qualified, technologically literate, well-trained and personable employees are crucial to providing outstanding service to the public; and

WHEREAS, to attract and retain such employees, the Library must offer fair and competitive compensation; and

WHEREAS, salary scales at KCPL were last adjusted July 1, 2010; and

WHEREAS, staff compensation has increased a total of 1% (one percent) across the board for the entire period from July 1, 2011 through December 8, 2014; and

WHEREAS, the Personnel Committee has evaluated the current salary scales and the problems caused by nominal or non-existent pay increases over the last five years; and

WHEREAS, the cost of the proposed adjustment to salary scales and staff compensation does not require any modification of the 2014-2015 KCPL Budget, but can be accomplished using funds budgeted for positions left vacant during the course of the fiscal year to date;

NOW, THEREFORE BE IT

RESOLVED, that, the Board of Directors approves adjustment of salary scales for KCPL hourly employees by 10.35% and adjustment of salary scales for salaried employees, excluding the Director, by 8.85% effective December 26, 2014, at a projected total cost of \$100,962.

Priority Budgeted Vacant Positions. Mr. Engelbert advised the Board that recruitment to fill nine priority, budgeted front-line positions would commence immediately in order to maintain operations and begin to restore full levels of service.

Membership Committee. Ms. B. Lord informed the Board that the Committee met last week and discussed potential new Board members. They are now in the process of gathering biographical information and speaking to potential candidates. Ms. Lord will provide another update at the January Board meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

Resolution in Honor of Harry Reustle. Upon a motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, Mr. Harry Reustle submitted his resignation from the Kanawha County Public Library Board of Directors effective December 31, 2014; and

WHEREAS, Mr. Reustle had been a faithful, dedicated and invaluable member of the Board of Directors since 1993; and

WHEREAS, Mr. Reustle has furthered the aims and purposes of this institution by his conscientious service on several committees of this Board; and

WHEREAS, Mr. Reustle has served as an effective liaison between the Library and its fiscal agent the Kanawha County Board of Education, serving as an invaluable facilitator and consultant on numerous fiscal matters; and

WHEREAS, Mr. Reustle has given selflessly of his time and expertise to the continued benefit of the Library and has been a source of wise counsel and insight to the Library Board;

NOW, THEREFORE, BE IT

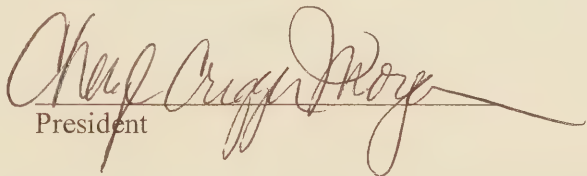
RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Mr. Reustle from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board wishes to express its heartfelt and warmest appreciation to Mr. Reustle for his years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be given to our colleague, Mr. Harry Reustle.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
January 12, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 12, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Ms. N. Chilton	Ms. V. Rugeley
Ms. M. Hussell	Ms. A. Russell
Ms. E. Lord	Ms. A. Silbernagel
Ms. C. Morgan	Mr. S. Smith
Ms. J. Pauer	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Kimberly Runion, Accounting Services Coordinator; Mr. Craig Lefteroff, Reference Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the December 8, 2014 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$174,051.13 and the Book Bills in the amount of \$97,072.97 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$5,811.58 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$2,409.46 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Ben Ball has been promoted from Reference Librarian to Riverside Public Library Manager. This position also manages the Glasgow Branch, Marmet Branch and the Mobile Library. Mr. Engelbert provided Mr. Ball's employment history with KCPL. The Board extended its congratulations to Mr. Ball.
- Recruitment is ongoing to fill nine priority front line positions. Three of nine positions were filled internally and one by an external applicant. We now have to replace the three positions that were vacated by internal candidates along with the five for which we do not have qualified applicants. The Library ran advertisements in order to attract an applicant pool.
- Ms. Alford has been working on implementation of KCPL's policy requiring criminal background checks. An escrow account has been established with MorphoTrust to pay the costs involved. Contacts have been made with the FBI and the West Virginia State Police to have the Library designated as an "originating agency" and receive an "Originating Agency Identifier" that will greatly streamline the process of conducting background checks through the FBI. Mr. Engelbert thanked Ms. Alford for her diligent and patient efforts to get this in place.
- The Steering Committee will meet for the 2nd time this week to discuss plans for the October 2015 West Virginia Book Festival. The Festival may be affected by construction at the Civic Center. We have reserved the Municipal Auditorium in addition to available space at the Civic Center for the required dates. The event is tentatively scheduled for October 23 & 24th.
- The Teen Zone Project at Main is moving forward. Mr. Engelbert will continue to provide updates to the Board.

Staff Report:

Mr. Engelbert introduced Reference Librarian Craig Lefteroff. Mr. Lefteroff demonstrated the Mango Language service available through the KCPL Website. Mango Languages offer 63 modern & classical languages, including English as a second language. The service is free to use for patrons and is often compared to the Rosetta Stone program. A new feature teaches words and phrases using movies as a learning tool.

REPORTS OF COMMITTEES:

Finance Committee: Ms. E. Lord reported that the committee met last week to review proposed branch assessments for FY 2015/2016 and is forwarding the FY 2016 Branch Contributions resolution to the Board with a recommendation it be approved. She called on Mr. Engelbert to explain how the amounts were calculated and reasons for increases or decreases from the FY 2015 assessments. Upon a motion duly made and carried the below resolution was approved.

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2014 property valuations, multiplied by the same rate per \$100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2015/2016:

	14/15		Current FY		Proposed	Percent
	Operating		Contribution		Contribution	Increase or
	Budget				3.50%	Decrease
Clendenin	\$127,357		\$4,436		\$4,457	0.48%
Cross Lanes	\$237,764		\$8,345		\$8,322	-0.28%
Elk Valley	\$252,541		\$8,864		\$8,839	-0.28%
Glasgow	\$24,734		\$958		\$866	-9.64%
Marmet	\$88,016		\$3,214		\$3,081	-4.15%
Riverside	\$208,061		\$7,403		\$7,282	-1.63%
Sissonville	\$237,432		\$8,032		\$8,310	3.46%

Branch Support Subtotal			\$41,252		\$41,157	-0.23%
Dunbar	\$255,247		\$63,000		\$79,657	26.44%
St. Albans	\$397,813		\$97,258		\$123,013	26.48%
TOTAL			\$201,510		\$243,827	21.00%

OLD BUSINESS:

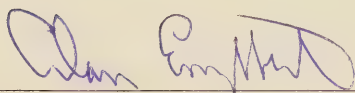
The Membership Committee will meet soon to further discuss potential Board Members to fill the two current vacancies.

NEW BUSINESS:

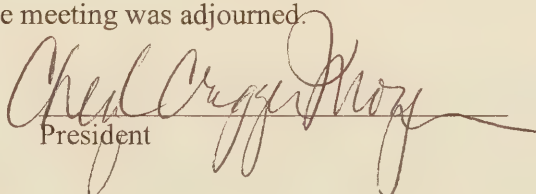
WVLA 2015 Legislative Goals. Mr. Engelbert provided a brief overview of the previously distributed West Virginia Library Association's 2015 Legislative Goals. Library Day at the Legislature is scheduled for Tuesday, February 24th. As in previous years, there will be displays in the Rotunda throughout the day followed by a reception at the Culture Center later that evening. Details will be provided as they become available. Upon a motion duly made, seconded, and carried, the Board voted unanimously to endorse the WVLA's 2015 Legislative Goals.

Staff Development Day. The 2015 Staff Development Day is scheduled for Wednesday, February 25th at the Holiday Inn & Suites in South Charleston. Board members are invited to attend all or part of the day. The program and schedule is still being developed and will be provided closer to the event. Again this year we will present the Linda G. Wright Award for Excellence in Library Service. Board members are encouraged to submit nominations for the award. Ms. Stringer distributed the award information to members and will follow up with an email of the forms.

There being no further business the meeting was adjourned.



Secretary



President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
February 9, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 9, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Ms. N. Chilton
Ms. S. Haden
Ms. B. Lord
Ms. C. Morgan

Ms. J. Pauer
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Kimberly Runion, Accounting Services Coordinator; Ms. Elizabeth Fraser, Reference Supervisor; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the January 12, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$150,574.20 and the Book Bills in the amount of \$76,823.61 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,379.27 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$646.57 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- KCPL has already applied for federal Priority 1 E-Rate funding to subsidize data lines and Internet access at the 80% level. The Administration wants to submit an application for Priority 2 level funding for “Network Switches and Wireless Equipment.” Applications are due by February 26th. Applying for available assistance is not a commitment to proceed if or when the application is approved. The Board authorized Mr. Engelbert to submit the initial application at an estimated cost of \$134,000, of which KCPL would be responsible for approximately \$26,800 next fiscal year. Mr. Engelbert will provide updates on the application acceptance and provide further details as received.
- Applications are due for this legislative session’s Community Participation Program Funds. Mr. Engelbert would like to request that \$25,000 be allocated to KCPL by the Kanawha County senators to be used to replace outdated laptop computers system wide. Existing laptops would be repurposed for public use within KCPL facilities. Mr. Engelbert outlined to process for requesting and receiving CPP Funds. The Board authorized Mr. Engelbert to submit the CPP funding request form.
- The process to develop the 2014-2015 budget has begun. Property values should be available the first week of March. Mr. Engelbert would like to set a Finance Committee meeting shortly after those numbers are available and levy requests can be developed for submission to funding authorities. Mr. Engelbert will be meeting with the Treasurer for the Board of Education and the Chief Tax Deputy of Kanawha County Sheriff’s Office to discuss the process by which KCPL will receive funds generated by the excess levy and the distribution of the appropriate share of taxes collected to the Nitro and South Charleston public libraries.
- Perry & Associates will conduct field work for the audit of KCPL on February 26th and 27th.
- KCPL has been designated as an “originating agency” and received an “Originating Agency Identifier” through the West Virginia State Patrol. This will greatly streamline the process of conducting criminal background checks on current and prospective employees through the FBI and getting the results back. Mr. Engelbert thanked Ms. Alford for her efforts to get this in place. Human Resources continues to work on recruitment for the open positions available. It may be that prospective new employees will be the first to go through the background check process.

- Planning continues on the AV Department/Teen Zone project. Renovations in the AV Department will require the temporary closing of the department to the public at times. Selected high-demand materials from the AV department will be temporarily housed and circulated from the 2nd Floor Technology Center in order to continue to serve the public. This will delay the re-opening of the Tech Center until renovations are completed. A schedule for the various phases of the project is still being developed. As part of the changes to the Department, the Library will discontinue the circulation of books on cassette tape and VHS video tapes, which have been superseded by other formats and are rarely used. Those items will be processed out of the inventory and made available for sale to the public.
- The West Virginia Book Festival Committee continues to meet to plan the event scheduled for October 23rd and 24th at the Civic Center. Details will be provided as they are finalized.
- Mr. Engelbert reminded the Board of upcoming events. The West Virginia Library Association's Legislative Day at the Capitol is Tuesday, February 24th. The Legislative Reception is that same evening at the Culture Center at 5pm. The 2015 KCPL Staff Development Day is Wednesday, February 25th. All Board members are invited. See Tricia for details.

Staff Report:

Mr. Engelbert introduced Reference Supervisor Elizabeth Fraser. Ms. Fraser demonstrated for the Board a data tool called Reference USA that can be accessed from our website. This is a powerful research tool for businesses and consumers. The information available can help users create marketing plans, conduct analyses of competition, assist in fundraising efforts and help to locate people. It provides access to more than twenty million businesses and over 200 million consumers. Please contact Ms. Fraser if you have any question or would like a more detailed presentation.

REPORTS OF COMMITTEES:

Building Committee: The Committee met to consider a draft "Expression of Interest" (EOI) document to solicit firms interested in providing architectural/engineering services leading to the replacement of the boilers at Main. A copy was previously distributed to the Board. The deadline for responses is March 3rd. The building Committee will meet to review responses received later that week and expects to report to the Board at the March meeting.

Membership Committee: The Membership Committee is finalizing the interview schedule for the potential Board candidates. They expect to have recommendations at the March Board meeting.

Long Range Planning Committee: Ms. Haden reported that the Committee met last week to discuss strategies for conducting the process to develop a new Long Range Plan for KCPL. Staff will have primary responsibility for drafting the plan for services for the period covered by the Plan. In addition, Ms. Morgan appointed an Ad-hoc Committee to review the status of building projects and explore options. The members are: Mr. Albert, Ms. Chilton, Dr. Foster, Ms. Haden, Ms. Jaennson, Ms. Morgan (ex-officio), Ms. Pauer, Ms. Rugeley, and Mr. Withrow, and Mr. Engelbert (nonvoting ex-officio)

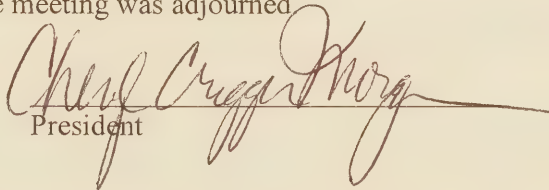
OLD BUSINESS:

Basket Auction. The Friends Basket Auction is Saturday, April 11th. Tickets will be mailed next week. Baskets to be auctioned are due March 13th. Ms. Silbernagel announced that the Friends have proactively allocated \$10,000 of the proceeds to the 2015 West Virginia Book Festival. Ms. Silbernagel distributed a handout that outlined how funds from the event have been allocated over the years.

NEW BUSINESS:

Legislative Activities Ms. Morgan updated the Board on the recent meetings with Kanawha County Legislators. These meeting will continue through the legislative session. The overall reception by legislators has been warm and we believe that the outcomes were positive.

There being no further business the meeting was adjourned


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
March 9, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 9, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Ms. N. Chilton	Ms. S. Poffenbarger
Dr. M. Foster	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Russell
Ms. M. Jaensson	Ms. A. Silbernagel
Ms. B. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also in attendance was George Manahan from The Manahan Group.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the February 9, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$166,232.54 and the Book Bills in the amount of \$72,608.85 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$863.64 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$538.79 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Ms. Morgan introduced Mr. George Manahan. The Manahan Group created and conducted the 2014 “Loving My Library” levy campaign on behalf of the community group known as the Vote Yes for Libraries Committee. Mr. Manahan notified the Board that The Manahan Group was awarded the People’s Choice award for that campaign at a recent meeting of the American Advertising Federation – West Virginia Chapter. Mr. Manahan acknowledged the work of the KCPL campaign volunteers and wished to share it with the Library. He presented the award to Ms. Morgan and Mr. Engelbert to accept on behalf of the Library.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- KCPL facilities were closed on multiple occasions in the last month due to inclement weather.
- The 2015 Staff Development Day was a success. Multiple staff members did presentations, which were well-received. Mr. Engelbert thanked the Board members that were able to attend. He announced to the Board that Ms. Pat Abbott, Sissonville Branch Manager, was the recipient of the Linda G. Wright Award for Excellence in Library Service. He thanked Ms. Marsha Alford and Ms. Tricia Stringer for their work to organize the event.
- The Legislative session is coming to a close with no action on library-related bills. Indications are that the per capita Grants in Aid will remain at the same level for the upcoming fiscal year. Mr. Engelbert thanked Ms. Morgan, Ms. Rugeley, Ms. Silbernagel and Mr. Smith for attending meetings with legislators during the session.
- Mr. Engelbert has begun work on the 2015-2016 Budget. As usual, the process leading to adoption of the Budget by the Board will require meetings of the Personnel and Finance committees in April.
- Work continues on the West Virginia Book Festival scheduled for October 23-24. We are close to finalizing the slate of authors who will appear. Updates will be coming soon.

Staff Report: None

REPORTS OF COMMITTEES:

Finance Committee: Ms. Jaensson reviewed the Levy resolutions with the Board. These amounts requested were calculated using the same methods and formulas as in previous years for the City of Charleston and the County Commission. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. Ms. Jaensson advised that the Finance Committee met and recommends approval of the resolutions. Upon a motion duly made and carried, the following resolutions were approved:

Levying Authority - City of Charleston

RESOLVED, that the Library respectfully requests that the City of Charleston lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, to produce \$1,036,804 required for the support, maintenance and operation of the Library for the fiscal year beginning July 1, 2015;

RESOLVED FURTHER, that the request be transmitted to the City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign other papers and to perform those other acts as may be necessary to carry into effect the foregoing resolutions.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library respectfully requests the County Commission of Kanawha County lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, to produce \$3,148,985 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2015;

RESOLVED FURTHER, that the request be transmitted to the County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign other papers and to perform those other acts as may be necessary to carry into effect the foregoing resolutions.

Ms. Jaensson presented the previously distributed resolution regarding distribution of excess levy tax collections through the Kanawha County Board of Education. After discussion Mr. J.

Withrow made a motion to delay consideration of the resolution until additional information could be gathered and considered. The motion was duly seconded and approved.

Membership Committee: Ms. B. Lord reported that the Committee completed their interviews of prospective members of the Board of Directors and provided brief biographical information for Dr. T. Ramon Stuart and Mr. Benjamin R. Thomas, who the Committee recommends be forwarded to the Kanawha County Board of Education for appointment as Directors.

Upon a motion duly made and carried, the following resolution was approved.

RESOLVED, that Dr. T. Ramon Stuart be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Mr. Harry Reustle for the term ending June 30, 2016.

RESOLVED, that Mr. Benjamin R. Thomas be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Mr. Matt Smith for the term ending June 30, 2017.

The resolution will be forwarded to the Board of Education for their approval.

Support Services/Building Committee: Mr. Albert reported that the Board had previously authorized issuance of an “Expression of Interest” document to solicit firms interested in providing architectural/engineering services for a project to replace the boilers at the Main Library. Four firms submitted expressions of interest and were interviewed by the Committee. Based on evaluation of the proposals received and the interviews conducted it is the recommendation of the Committee that the Board enter into negotiations with ZMM, Architects and Engineers, Charleston, West Virginia to conduct the project.

Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, the Kanawha County Public Library (Library) must replace the boilers at the Main Library located at 123 Capitol Street, Charleston, West; and

WHEREAS, with the consent of the Board, the Library issued an “Expression of Interest” document which resulted in the timely receipt of expressions of interest from four (4) qualified firms, all of which were duly interviewed by representatives of the Library Board of Directors sitting as the Support Services/Building Committee in accordance with the provisions of the Expression of Interest document;

WHEREAS, it is in the best interests of the Library to contract with an architectural/engineering firm to develop specifications for new boilers, conduct the bid process to secure replacement boilers and their installation; and oversee and supervise all aspects of the installation and commissioning of the new boilers; and

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has received a report from the Support Services/Building Committee and authorizes the Committee, on behalf of the Library, to enter into negotiations with ZMM, Architects and Engineers, Charleston, West Virginia, and return to the Board with the results of those negotiations for the boiler replacement project and that the President, Director, and other officers of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

OLD BUSINESS:

Legislative Activities. Ms. Morgan updated the Board on recent meetings with Kanawha County Legislators. The overall reception by legislators has been warm and we believe that the outcomes were positive. Personal contact with legislators provides a solid basis for ongoing efforts to advocate for the needs of libraries in West Virginia.

Basket Auction. The Friends Basket Auction is Saturday, April 11th. Tickets have mailed. Baskets to auction are due March 13th. If you have any questions, would like to make a donation or need additional tickets, please contact Terry Wooten.

NEW BUSINESS:

National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 12 through April 18, 2015 will be celebrated as National Library Week, and

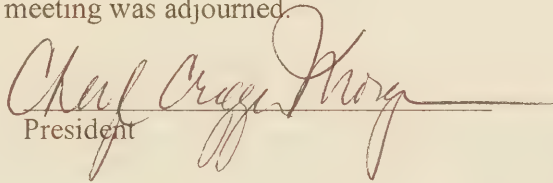
WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library, that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

There being no further business the meeting was adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
April 13, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 13, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. J. Pauer
Ms. N. Chilton	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Dr. R. Stuart
Ms. B. Lord	Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were William Wilkinson and Jodey Altier from Perry & Associates, CPAs, A.C.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the March 9, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$214,278.44 and the Book Bills in the amount of \$100,157.50 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,645.34 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$1,551.43 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Ms. Morgan welcomed the two new KCPL Board Members, Dr. T. Ramon Stuart and Mr. Ben Thomas to their first meeting. Ms. Morgan also noted their committee assignments per the previously distributed list.

Review and Acceptance, FY 2014 Audit (Perry & Associates)

Ms. Morgan advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft audit of Kanawha County Public Library, which includes the Library Foundation of Kanawha County, Inc. for 2013/2014, and are forwarding it to the Board with a recommendation for approval. Copies of the audit were distributed to all Board members prior to today's meeting.

Mr. Wilkinson and Ms. Altier reviewed the Audit findings for the Board. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2013/2014. Mr. Wilkinson called to the Board's attention Note 12 regarding a change that happened after the Audit was conducted, a "Subsequent Event."

By way of explanation of Note 12, Ms. Morgan advised the Board that the Library Foundation recently received a letter from the Clay Foundation which detailed the Clay Foundation's intention to wind up operations. As part of this process, the Clay Foundation will deed, in the near future, approximately \$1 million of real estate purchased by the Clay Foundation on behalf of the Library to KCPL. The Clay Foundation will distribute any of its remaining funds to other worthy organizations in our community.

The Clay Foundation helped KCPL launch the "Open a Modern Classic" (OAMC) campaign in April 2006 with a contingent pledge of \$5 million which was intended expressly for the purpose of acquiring land at the proposed new library site near the Clay Center. Ms. Morgan noted that while this the Clay Foundation's letter indicates a decrease in outstanding pledges for the OAMC campaign, it also will increase KCPL's assets (real estate) by a significant amount. Otherwise, the financial position of KCPL is unchanged by this event.

Ms. Morgan, on behalf of the Board, thanked the Clay Foundation for their strong support of KCPL and for this very generous donation of real estate. An ad hoc committee has been formed to re-imagine a main library project and identify and investigate all options. The Committee will begin meeting in the near future.

Upon a motion made and carried, the Audit for the Kanawha County Public Library was approved.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- The process for conducting criminal background checks has been going smoothly. Mr. Engelbert, Ms. Alford and Ms. Stringer recently went through the process to see how it worked. All three received a clean report. Mr. Engelbert distributed his report to the staff in an effort to demystify the process. The reports have been taking about two weeks to be received by KCPL from the day fingerprints are taken. All new employees have completed the process as part of the recruitment process. Ms. Alford is in the process of scheduling background checks for approximately thirty existing employees, with the entire staff to undergo the process within two years, per KCPL policy.
- Mr. Engelbert continues to work on the 2015-2016 Budget and the Long Range Plan. As usual, the process leading to adoption of the Budget by the Board will require meetings of the Personnel and Finance committees in April. He hopes to bring the draft budget to the Board for consideration at the May meeting.
- The Teen Zone AV Department project continues to move forward. As part of this project, KCPL will be having a VHS and Book on Cassette Sale on Saturday April 25th in order to remove those items from the collection due to low circulation. On the same day, employees will move items from AV and Teen Zone to a temporary area (currently the 2nd floor tech lab) where limited service can be provided while renovations proceed.
- KCPL announced the headlining authors scheduled to appear at the West Virginia Book Festival, October 23-24. They are Neil Gaiman, Jodi Picoult, Jeff Shaara and Jacqueline Woodson. This announcement has generated a lot of interest and excitement. Ms. Wooten distributed a handout "Get to Know the Authors" for the Board's reference.

Staff Report: None

REPORTS OF COMMITTEES:

Support Services/Building Committee:

Contract with ZMM Architects and engineers – Boiler Project. Mr. Albert reported that the Board had previously authorized entering into negotiations with ZMM, Architects and Engineers, Charleston, West Virginia to conduct the boiler replacement project. A draft copy of the Agreement between KCPL and ZMM for this project was distributed to the Board for review prior to this meeting.

Upon a motion duly made and carried, the Board approved the Agreement as presented by the Committee.

Parking Lot Lease Agreement between KCPL and CURA. Mr. Albert provided the Board the parking and tenant history of the property known as 210 Dickinson Street. A draft copy of a new

parking lot lease agreement between CURA and KCPL was previously distributed to the Board for review. The Committee recommends that the Board authorize the execution of this agreement.

Upon a motion duly made and carried, the Board approved executing the agreement as presented and recommended by the Committee.

Parking Issues: A new traffic pattern on Summers Street has resulted in the loss of four metered city parking spots. This adds to the long running issue of lack of parking at the Main Library.

Finance Committee:

Resolution accepting proposal for Network Switches and Wireless Equipment. Ms. Jaensson reported that the Finance Committee met to review the proposals received for this project. After review, the Committee recommends acceptance of the proposal submitted by Pomeroy IT Solutions. Mr. Engelbert discussed the project and its benefits to KCPL. The project would be substantially funded using federal E-rate funds. Per the resolution, the Board would be authorizing the conditional acceptance of the Pomeroy IT Solutions proposal contingent on receipt of those federal funds.

Upon a motion duly made and carried, the Board approved the below resolution.

WHEREAS, the Kanawha County Public Library Board of Directors authorized the Board President and Director to issue of a Request for Proposal (RFP) document to solicit proposals from vendors to supply network switches and wireless equipment; and

WHEREAS, seven proposals were timely received in response to the RFP; and

WHEREAS, it is in the best interests of the Kanawha County Public Library that the Board of Directors accept the most advantageous proposal as determined and ranked by the Proposal Evaluation Matrix; and

WHEREAS, the proposal submitted by Pomeroy IT Solutions, 500 Westmoreland Office Park, Dunbar, West Virginia is the highest-ranked proposal;

NOW, THEREFORE BE IT

RESOLVED, that the Kanawha County Board of Directors accepts the proposal submitted by Pomeroy IT Solutions in the amount of \$60,929 on condition that the federal share of the cost of the proposal, estimated at \$48,742.20, is funded through the federal E-Rate program; and be it further

RESOLVED, that conditional acceptance of the proposal be properly submitted to the Universal Service Administrative Company as part of an application for federal E-Rate funding for this project; and be it further

RESOLVED, that such conditional acceptance of the proposal be communicated to Pomeroy IT Solutions; and be it further

RESOLVED, that upon formal notification by the Universal Service Administrative Company that the federal share of the cost of the network switches and wireless equipment is funded, that the President and Library Director be, and they hereby are, authorized to sign any documents or take any steps necessary or incidental to carrying out the foregoing resolutions, as they deem necessary.

OLD BUSINESS:

Distribution of Excess Levy Tax Collections. The Board voted in March to delay adoption of a Resolution detailing the method of distribution of taxes collected through the Additional (“Excess”) Levy pending further discussion with the Kanawha County Board of Education. The Board of Education appears to have the legal responsibility for distributing taxes collected to the KCPL, Nitro and South Charleston public libraries. Therefore, taxes collected will be paid into the General Fund account of KCPL maintained by the Board of Education. The KCPL Board must act to then authorize and direct the Board of Education to make payments out of the account to the Nitro and South Charleston public libraries.

Upon a motion duly made and carried, the Board approved the below resolution.

WHEREAS, at a meeting of the Board of Education of the County of Kanawha, held on April 24, 2014, the Board of Education voted unanimously to place on the ballot an additional levy (hereinafter referred to as “levy”) for the purpose of providing “Support for Public Libraries in Kanawha County for Educational Purposes” which was duly passed by the electorate of Kanawha County on November 4, 2014; and

WHEREAS, the Order for the levy provided for support of the Kanawha County Public Library, the South Charleston Public Library and the Nitro Public Library and provided the amount for each library in each of the ensuing five fiscal years beginning with fiscal year 2015-2016 and concluding with fiscal year 2019-2020; and

WHEREAS, in each of the five fiscal years beginning with fiscal year 2015-2016 and concluding with fiscal year 2019-2020, the percentage of the total levy amount to be received by the Kanawha County Public Library is 91.47%, the percentage of the total levy amount to be received by South Charleston Public Library is 6.97%, and the percentage of the total levy amount to be received by the Nitro Public Library is 1.56%; and

WHEREAS, commencing on or about July 1, 2015, the actual amount of the total taxes on the various classes of property which will be collected as a result of the levy will be paid monthly by the Kanawha County Sheriff's Department to the Board of Education of the County of Kanawha in

the month following collection on the schedule that the Sheriff's Department may determine consistent with West Virginia law, and the total of such collected funds will be disbursed and deposited by the Board of Education of the County of Kanawha into the General Fund account of the Kanawha County Public Library; and

WHEREAS, the total of such collected funds received by the Kanawha County Public Library into the General Fund will include the shares of the levy which are to be disbursed to the South Charleston Public Library and the Nitro Public Library; and

WHEREAS, The Board of Education is responsible for administration of the additional levy including payment of funds to the South Charleston Public Library and the Nitro Public Library as well as to the Kanawha County Public Library; and

WHEREAS, the Board of Directors of the Kanawha County Public Library wishes to authorize and direct the Board of Education to disburse in accordance with law the additional levy funds collected or appropriated on its behalf and deposited in a special account for library purposes;

NOW, THEREFORE BE IT

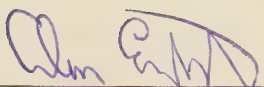
RESOLVED, that commencing on or about August 10, 2015 and as long as the levy duly passed on November 4, 2014 is in place, the Kanawha County Public Library hereby authorizes and directs the Board of Education of the County of Kanawha each month to pay 6.97% to the South Charleston Public Library of the actual amount of the additional levy funds deposited into its account by the Board of Education of the County of Kanawha; and each month to pay 1.56% to the Nitro Public Library of the actual amount of the additional levy funds deposited into its account by the Board of Education of the County of Kanawha. The President, Director, and other officers of the Kanawha County Public Library are authorized and directed to take all actions deemed necessary to effect this Resolution.

NEW BUSINESS:

Basket Auction Recap and Update. The annual basket auction was held on Saturday April 11th. The final numbers will be announced when calculations are complete. Ms. Wooten reported that we had over \$24,000 in sponsorships and sold 90 baskets. The event was well attended and showed great response from the community.

There being no further business the meeting was adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
May 11, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 11, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Dr. M. Foster
Ms. M. Jaensson
Ms. B. Lord
Ms. C. Morgan

Ms. J. Pauer
Ms. S. Poffenbarger
Ms. V. Rugeley
Ms. A. Russell
Dr. R. Stuart
Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the April 13, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$159,664.98 and the Book Bills in the amount of \$96,079.15 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$1,122.94 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$13,008.76 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- The Teen Zone/AV Department project continues to move forward. The VHS and Book on Cassette Sale was held on Saturday April 25th. The sale raised approximately \$550. On the same day, employees moved “new release” items from AV and the Teen Zone to a temporary area (currently the 2nd floor tech lab) where limited service can be provided while renovations proceed. Patrons will be able to request materials from the collection and 2nd floor staff will retrieve the items for them. All materials will still be available for checkout.
- Mr. Engelbert continues to work on the 2015-2016 Budget and the Long Range Plan. The Personnel Committee and the Finance Committee each have met to review the budget. There will be a joint committee meeting soon. Mr. Engelbert expects to have the budget ready for Board review at the June meeting.
- Early indications from the FCC are that all Priority 1 and 2 E-Rate application will be approved. We should have confirmation of this in the early fall. This will allow for faster and more efficient internet speed and service at the Library.
- Summer Library Club is set to begin at the end of May. Our theme this year is “Every Hero Has a Story”. SLC Staff will be invited to the June Board meeting to provide the details and give an overview of the program for children, teens and adults.
- The Kiwanis Corporate Regatta will be held Monday June 22nd from 11:30am – 1:15pm on the Library Plaza. It is an exciting miniature "yacht" race that raises funds for the Kanawha County Public Library and other Kiwanis charities. The mini-Yachts will race across the fountain. The Kiwanis have organized this event. They have had very successful races at other libraries as well.

Staff Report: Teen Meeting. KCPL Staff met with teens from the Town Center Mall Teen Volunteer Board. The purpose was to solicit feedback from them regarding the Teen Zone and the Library in general. There were about 25 teens ages 13-17. Some features that the teens would like to see are: food and coffee, bright colors, comfortable seating (bean bag chairs), and movable tables and chairs for collaborating on projects. They indicated that their main spot to hang out and study is Starbucks.

REPORTS OF COMMITTEES:

Ad Hoc Building Projects. Ms. Morgan reported the group met on Saturday, April 18th at Bowles Rice. The group agreed this is the time to re-imagine the new main library building project. The first step will be to revisit possible site locations and re-evaluate the layout and size of the proposed building. They will look into hiring a real estate consultant to assist in the process. The next meeting is scheduled for Wednesday, May 20th at 4pm at the Main Library, 3rd floor Ray Room.

Membership Committee. Ms. B. Lord reported that the Committee met to discuss reappointment of Directors whose terms expire as of July 1, 2015. Ms. Cheryl Morgan and Ms. Monika Jaensson have agreed to be recommended for reappointment for a six year term. Ms. Nelle Chilton has declined to serve another term. Her current term will expire June 30, 2015. The Board thanked her for her many years of service to the Library and her unflagging support. Ms. Chilton will continue to serve on the KCPL Library Foundation Board.

Upon a motion duly made and carried, the Board approved the following resolution.

RESOLVED, that Ms. Monika Jaensson, and Ms. Cheryl Morgan be recommended to the Kanawha County Board of Education for appointment to a six year term as a Director of the Kanawha County Public Library, with such six year terms to end June 30, 2021.

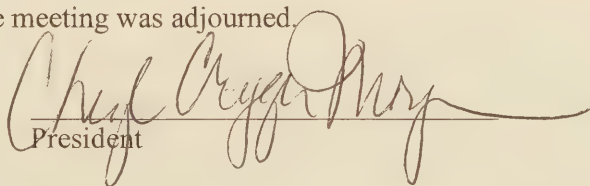
OLD BUSINESS: None

NEW BUSINESS:

Appointment of Nominating Committee – Board Officers. Ms. Morgan appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Ms. B. Lord, Ms. Rugeley, and Ms. Silbernagel. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting.

Establish Time, Annual Meeting (July 3rd). By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 3, 2015 at 8am in the 4th Floor Board Room.

There being no further business the meeting was adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
June 8, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 8, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. E. Lord	Ms. A. Silbernagel
Ms. C. Morgan	Mr. S. Smith
Ms. J. Pauer	Dr. R. Stuart
Ms. S. Poffenbarger	Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Katie Murray, Children's Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were St. Albans Branch Advisory Board members Ms. Rebecca Goodwin, Ms. Cay Hoh, and Ms. Sandy Foster along with St. Albans Advisory Board Teen Representative, Mr. Tyler Walker.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 11, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$ 35,748 and the Book Bills in the amount of \$81,409.87 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,023.01 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$1,449.12 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Special Recognition – Tyler Walker. Ms. Morgan welcomed our guests from St. Albans and asked Dr. Stuart to please introduce Tyler Walker. Mr. Walker has been very active at the St. Albans Branch since a young age, including work as a Volunteer and currently as Student Representative on the Advisory Board. He will be leaving in the fall to attend M.I.T. on a scholarship. Mr. Walker spoke to the Board about his love of the library and how much it means to him. The Board congratulated him on his accomplishments and wished him well on his future endeavors.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- As mentioned in the last meeting, early indications from the FCC are that all Priority 2 E-Rate application will be approved. KCPL received notification that the installation portion of our application for “Network Switches and Wireless Equipment” has been approved. We are still waiting for confirmation that the actual network switches will be also approved.
- The Teen Zone/AV Department project continues to move forward. It is a major project involving many stages and will continue throughout the summer. The next step is to remove all carpet and flooring material, which began today. We are using the hallway of the fourth floor for temporary storage of some items while this process continues. A special thank you to Susan Murphy who has taken on this project as part of her new duties as Interim Circulation Services Supervisor, and to the Popular Materials staff and to the Facilities staff who are working together to accomplish much of the work involved.
- Architectural drawings and the Project Manual for the Boiler replacement project have been received from ZMM and advertisements for bids have been placed. A mandatory pre-bid conference is scheduled for June 17th, with bid proposals due on June 25th. A meeting of the Building Committee will be scheduled for the week of July 6th to review bids received.
- The Mobile Library has been off the road multiple times in May due to maintenance issues. The bus has been subject to a recall notice and continues to have problems with the coolant system and with the “heater core” that force it off the road. KCPL has been reimbursed for previous repairs and will continue to seek reimbursement as appropriate. However, the repeated mechanical problems are damaging the reliability and reputation of the Mobile Library service.

Staff Report: Summer Library Club.

Katie Murray and Terry Wooten provided the Board with an update on the 2015 Summer Reading Clubs. KCPL offers programs for all age groups. The Children's Club runs from May 30th – August 1st. The Teen and Adult clubs run from May 26 - August 31st. Funds for all giveaway items and grand prizes for each club were donated by the Friends of the Library Foundation.

The Children's Summer Library Club has already registered almost 900 participants, with a goal of 2,500. It is entitled "Every Hero has a Story." Participants receive a chart to color in that goes up to a combination of 60 books and experiences. Children become eligible for prizes as they progress through the program, and those who complete it will receive a KCPL backpack and be eligible for the grand prize drawing of a Kindle Fire.

The Teen program is entitled "Unmask!" Teens simply read or listen to a total of 10 books. Everyone who completes Unmask! will be included in prize drawings. The grand prize is an iPod Nano. Secondary drawings include movie tickets and three gift cards to Southbridge Grand Prix Fun Center.

The Adult program is entitled "Escape the Ordinary." It encourages adult to explore books about extraordinary people, places, and activities. Participants receive a Bingo-style card with challenges to complete including attendance at KCPL events and programs. All participants that achieve a "Bingo" will receive a color-changing stein and are eligible for the grand prize drawing of a \$200 gift certificate to the any West Virginia State Park.

Ms. Wooten reminded the Board of additional upcoming KCPL events. The Kiwanis Corporate Regatta will take place on Monday, June 22nd at 11:30 on the Library Plaza. Small wooden boats will be decorated and raced around the fountain. Proceeds from the race will benefit KCPL. The Street Fair is scheduled for Saturday June 27th and will include visits from Superheroes, the Friends bake sale, used book sale held in the Ray Room, family friendly entertainment, and many other activities.

REPORTS OF COMMITTEES:

Ad Hoc Building Projects. Ms. Morgan recapped the most recent meeting of the Ad Hoc committee, which is continuing to move forward with efforts to re-imagine the new Main Library building project with respect to size and possibly location. The committee recommends that professional assistance in the form of a site evaluator be obtained to assist in identifying possible options for sites for the new Main Library. A draft of an Expression of Interest for Site Evaluation (EOI) was previously distributed to the Board for review. Upon a motion made, seconded and carried the Board approved that the EOI be issued with responses due at 4:00 p.m. on June 26, 2015.

Ad Hoc Nominating Committee. Ms. Rugeley reported that the Nominating Committee met in May. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2015-2016:

Ms. Cheryl Morgan	President
Ms. Jennifer Pauer	First Vice President
Ms. Monika Jaensson	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Ms. Rugeley reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

Joint Personnel and Finance Committee: The Personnel Committee and the Finance Committee have met both individually and jointly over the past month to review the 2015/2016 Budget and forward the proposed 2015/2016 Budget to the Board with a recommendation that it be approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. After discussion, a motion was duly made, seconded and approved that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2015/2016 be approved and adopted in the amount of \$7,936,876 in the General Fund and \$1,062,500 in the Construction Fund, for a total of \$8,999,376.

OLD BUSINESS: None

NEW BUSINESS:

Establish Date, Time and Place, Continuation of the Annual Meeting: By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 3, 2015, at 8am at the Main Library, 4th Floor Board Room. The continuation of the Annual Meeting will be Monday, August 10, 2015, at 7pm at the Cross Lanes Branch Library. Please note that a regular Board meeting will be held on Monday, July 13, 2015, at 4pm at the Main Library, 3rd Floor Ray Room.

NEW BUSINESS:

Resolution in Honor of Ms. Nelle Chilton. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Nelle Chilton has chosen not to seek reappointment to the Kanawha County Public Library Board of Directors at the expiration of her term on June 30, 2015; and

WHEREAS, Ms. Chilton had been a faithful, dedicated and invaluable member of the Board of Directors since 1986; and

WHEREAS, During Ms. Chilton's tenure on the Board of Directors the Kanawha County Public Library saw the implementation of many improvements And advancements in library service such as additional communities served by branch facilities, new branch facilities, computer catalog and electronic information resources, the rise of the Internet and a revolution in access to and the provision of information, long range planning, and the expansion of other aspects of the library such as staff training, the number and formats of materials available in the collection and types and numbers of programs for children, teens and adults, and events such as the West Virginia Book Festival and Annual Street Fair; and

WHEREAS, Ms. Nelle Chilton has given selflessly of her time and expertise to the continued benefit of the Library; and

WHEREAS, Ms. Nelle Chilton has been a source of wise counsel and diligent insight to The Library Board;

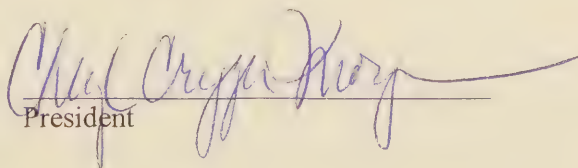
NOW THEREFORE BE IT

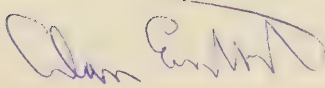
RESOLVED, that it is with deep regret that the Board of Directors accepts that Ms. Nelle Chilton has chosen not to seek reappointment to the Kanawha County Public Library Board of Directors and be it further

RESOLVED, That the Board wishes to express its heartfelt appreciation to Ms. Chilton for her twenty-nine years of faithful service and selfless dedication to the Library; and be it further

RESOLVED, that this resolution be spread upon the minutes of this meeting and that a copy be given to our esteemed colleague, Ms. Nelle Chilton.

There being no further business the meeting was adjourned.


President


Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 3, 2015

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 3, 2015 at 8:00 a.m. in the 4th Floor Board Room of the Library.

The following Board Members were present:

Ms. Monika Jaensson
Ms. Jennifer Pauer
Dr. Ramon Stuart
Mr. Ben Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Pauer presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the June 8, 2015, meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$175,876.82 and the Book Bills in the amount of \$98,359.72 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$11,504.59 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$37,168.87 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

NEW BUSINESS:

Election of Board Officers. The proposed slate of officers was submitted to the Board in a report of the Nominating Committee on June 8, 2015. Ms. Pauer called for any additional nominations from the floor. There were none. A motion was duly made and passed by acclamation to elect the following as officers of the KCPL Board of Directors for the fiscal year 2015-2016:

Ms. Cheryl Morgan, President

Ms. Jennifer Pauer, First Vice-President

Ms. Monika Jaensson, Second Vice-President

Mr. Alan Engelbert, Secretary/Treasurer

Other. Mr. Engelbert reminded the Board of upcoming meetings. Bids for the boiler room asbestos abatement project are due at 2:00 p.m. on Monday, July 13, 2015 and will be opened at that time. A meeting of the Building Committee is set for 3:00 p.m. on Monday, July 13, 2015, to review those bids and bids previously received for the boiler replacement project. Mr. Engelbert is continuing to work with HUD for approval to use previously allocated grant monies for this project. The Board of Directors meeting is scheduled for 4:00 p.m. on Monday, July 13, 2015.

The continuation of the KCPL Board of Directors Annual Meeting is scheduled for Monday, August 10, 2015 at 7:10 p.m. at the Cross Lanes Branch Library. There will be a Library Board of Directors Meeting at 7:00 p.m.

There being no further business the meeting was adjourned.



Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 13, 2015

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 13, 2015 at 4 p.m. in the Ray Room at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. A. Silbernagel
Ms. M. Jaensson	Dr. R. Stuart
Ms. C. Morgan	Mr. B. Thomas
Ms. J. Pauer	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Toni Blessing, Associate Director of Public Services; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were Mr. Sam Butzer and Mr. Adam Krason from ZMM Architects and Engineers.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 3, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of General Bills in the amount of \$47,929.96 and the Book Bills in the amount of \$15,722.60 were approved and transmitted by the Library Director to the Board of Education of the County of Kanawha for payment.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,330.72 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$238.09 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, the Board approved the payment of the bills set forth on the list.

REPORTS OF COMMITTEES:

Support Services/Building Committee. Mr. Albert reported that the Building Committee met prior to the Board meeting to review bids received to replace the boilers at the Main Library and a bid received to conduct associated abatement of asbestos and lead paint in the boiler room. Mr. Butzer and Mr. Krason of ZMM provided the Board with an overview of each project.

Three bids were received for the Boiler Replacement project. Upon review, it is the recommendation of the Committee that the Board accept the low bid in the amount of \$249,390 from Nitro Electric. Upon a motion made and seconded, the Board approved the recommendation and accepted the bid as presented.

One bid was received for the Boiler Room Asbestos Abatement project. Upon review, it is the recommendation of the Committee that the Board accept the bid in the amount of \$6,998 from Prime Inc. Upon a motion made and seconded, the Board approved the recommendation and accepted the bid as presented.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- The Kiwanis Corporate Regatta was a successful event. The Friends of the Library yacht made it to the semifinals in the competition. The event raised \$3,500 for the Library.
- Mr. Engelbert announced that Sunday service will return at the Main Library beginning October 4th. Sunday hours will be 1pm – 5pm from October 4th to April 24th.
- The Summer Library Clubs have been very well received this year. The superhero theme and related events have been popular with patrons. The Children's SLC has over 2,300 registered participants as of today, already more than the program total for the entire last year.

- The Dunbar and Cross Lanes Branches were closed on multiple occasions over the past weeks due to repeated breaks in a water main.
- Work continues on the Teen Zone/AV Department project. The walls are painted and the carpet is being installed on over half of the room. Preparation for painting and carpet on the remainder is underway. Circulation of teen and AV items has decreased due to the construction. All materials are still available, but the lack of space in the temporary quarters on the 2nd floor limits browsing and the Teen materials are divided onto two floors
- Mr. Engelbert has been working with HUD to obtain approval to repurpose a previously - received grant for use for the Boiler Project. Required documents have been submitted and we are awaiting a response.
- Mr. Engelbert reminded the Board that we are looking for volunteers for the WV Book Festival scheduled for October 23-24. We expect a large turnout for this event. Please contact Terry Wooten with your availability to assist, especially on Saturday.

OLD BUSINESS: None

NEW BUSINESS:

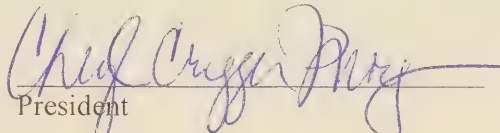
Appointment of Board Committees: Ms. Morgan distributed an updated Standing Committee list to all members. As part of the re-imagining of the Main Building project, Ms. Morgan appointed a sub-committee of the Ad Hoc Building Committee to review the proposals received in response to the site evaluator Expression Of Interest. Members of that sub-committee are: Mr. Mike Albert, Dr. Ken Bailey, Mr. Steve Branner, Mr. Alan Engelbert, Ms. Cheryl Morgan, and Ms. Jennifer Pauer.

Compensation Study. Ms. Morgan stated that a joint meeting of the Personnel and Finance committees resulted in a recommendation to conduct a study to determine the fair market rate and appropriate pay structure for KCPL employees. Based on previous work performed for the Library and a proposal detailing the scope, work plan and cost of conducting a study, it is recommended that the Board contract with AlignHR and its principal Bernie Deem to conduct the study. Ms. Deem will work closely with Human Resources Manager Marsha Alford to compile and analyze the necessary data. While no definitive time frame for conducting the study and presenting the results has been established, it is estimated that it will be completed over the next few months. Upon a motion duly made and seconded, the Board approved entering into a contract with AlignHR to conduct a study of the compensation of Library staff and make recommendations on compensation for all classes of Library employees in an amount not to exceed \$2,000.

Other. The continuation of the Annual Meeting will be held on Monday, August 10th, at the Cross Lanes Branch Library at 7pm. There will be a special presentation for the public immediately following standard Board business.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 10, 2015

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 10, 2015 at 7 p.m. at the Cross Lanes Branch Library.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. M. Foster	Ms. A. Silbernagel
Ms. S. Haden	Dr. R. Stuart
Ms. M. Hussell	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director, and Tricia Stringer, Administrative Coordinator. In addition, the meeting was attended by a number of staff members, advisory board members, Friends, and patrons.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the July 13, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$202,491.27 and the Book Bills in the amount of \$71,254.84 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$4,563.44 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$17,255.97 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Kiwanis Club of West Charleston – Corporate Regatta Check Presentation: Ms. Morgan introduced Sam Payne from the Kiwanis Club of West Charleston. Mr. Payne spoke about the Kiwanis Club and the Corporate Regatta fund raiser held during FestivAll this summer. He presented a check for \$3,500 to Ms. Morgan to support the Library's Summer Library Program. Both the Kiwanis Club and KCPL are looking forward to another spirited race next year.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- The boiler replacement project at Main has begun. The abatement phase has been completed, with demolition of existing boilers commencing today. The entire project should be completed by early October. Mr. Engelbert is waiting for final notification that HUD funds may be used toward to cost of this project.
- The Teen Zone/AV department renovations are moving forward but there is still much to do. The logistics of managing the teen and AV collections is daunting; with the collections now located on three separate floors. Once all renovation work is completed and furnishings installed on the fourth floor it will be necessary to cease circulation of teen and AV materials for as much as a week, so that shelving currently in use can be unloaded and moved to the fourth floor and then all collections can be reintegrated and circulated. It is too early in the process to know when the department will be finished and can reopen.
- The Summer Library Program has been a great success this year. The Children's program ended August 1st. Preliminary numbers show an increase of 27% over last year. The Adult and Teen programs continue through August 31st.
- Mr. Engelbert noted other ongoing projects: selection of a site evaluator, the staff compensation study, long range planning, ongoing recruitment, staffing additions and changes, and coordination of the first levy payment to be received from the Board of Education.

REPORTS OF COMMITTEES:

Ad Hoc Building Committee. Ms. Morgan reported that a duly appointed subcommittee of the Ad Hoc Committee met and reviewed the three expressions of interest received for the Site Evaluator. The Subcommittee is unanimous in recommending that the Board enter into negotiations with West Virginia Commercial Real Estate to be Site Evaluator in accordance with the terms of the Expression of Interest document issued by the Board. Ms. Morgan read the previously distributed resolution authorizing the subcommittee, on behalf of KCPL, to enter into negotiations with West Virginia Commercial Real Estate. The sub-committee will return to the Board with a draft proposal prior to finalizing any contract.

Board member Mr. Michael Albert stated for the record that he did assist in drafting the Expression of Interest but has not had any involvement with the review process and will not participate in any negotiations with West Virginia Commercial Real Estate. Both Mr. Albert and Mr. Brooks McCabe, Managing Member of West Virginia Commercial Real Estate, serve on the Public Service Commission of West Virginia.

Upon a motion duly made and carried, the below resolution was approved. Mr. Albert abstained.

WHEREAS, the Library Board of Directors has determined it is timely to re-evaluate the planned New Main Library project with respect to size, needs, scope and cost, and explore possibilities and efficiencies that might be afforded by locations other than the site currently selected as the location of the New Main Library; and

WHEREAS, with the consent of the Board, the Library issued an “Expression of Interest” (EOI) document to solicit interest from qualified firms or individuals (“Site Evaluator”) to assist the Library in identifying and evaluating potential commercially-available sites within the City of Charleston, West Virginia for the location of a Main Library facility; and

WHEREAS, the issuance of the EOI resulted in the timely receipt of expressions of interest from three firms which were carefully assessed by representatives of the Library Board of Directors sitting as a duly appointed Sub-Committee of the Ad Hoc Building Projects Committee; and

WHEREAS, it is in the best interests of the Library to contract with the Site Evaluator who in the Board’s judgment is best qualified to identify a reasonable number of viable sites based on criteria provided, present the advantages and disadvantages of each potential site, and

assist the Library in negotiations to acquire the property or properties the Library selects or otherwise work to effect an acceptable solution to the site or location needs of the Library;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has received a report from the Sub-Committee of the Ad Hoc Building Projects Committee and authorizes the Sub-Committee, on behalf of the Library, to enter into negotiations with West Virginia Commercial Real Estate, Charleston, West Virginia, and return to the Board with the results of those negotiations, and that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

NEW BUSINESS:

Other. Ms. Morgan announced that Board member Stephanie Haden gave birth to Lily Frances Haden on June 16, 2015. Ms. Morgan presented Ms. Haden with a KCPL Library card for Lily as our newest Library patron.

SPECIAL PRESENTATION:

Loving My Library: A Community Celebration

Mr. Engelbert took a moment to thank everyone for attending. He noted a special thank you to the Marketing Department for putting together the content for today's Presentation, a job well done, and thanked the entire Library staff for the outstanding service they provide. Mr. Engelbert introduced Ms. Ghee Gossard, Chairperson of the Friends of the Library Foundation.

Ms. Gossard provided the attendees with a recap of the Loving my Library levy campaign, illustrated by a PowerPoint presentation of photos from the campaign. She thanked the many hundreds of volunteers for their hard work and dedication during campaign. The levy passed by nearly 2:1 and each of the communities that together make up KCPL really showed their support for the Library.

Ms. Gossard recognized Mr. George Manahan of the Manahan Group, which went far beyond being paid campaign consultants to being a vital part of the Library community. Ms. Gossard presented Mr. Manahan with a commemorative gold library card. Mr. Manahan spoke to the group about how much he enjoyed working on this campaign. He noted the four Public Relations Society of America (WV Chapter) awards that his Group received for their work on the Loving my Library campaign.

Ms. Gossard finished her presentation by showing a video that highlighted our patron library stories and the services KCPL provides for the community. !

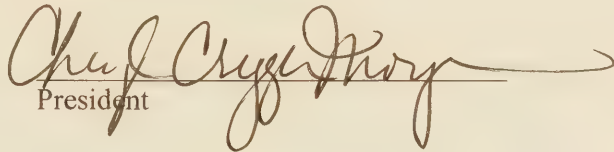
Ms. Morgan thanked Ms. Gossard for her remarks and for the many contributions the Friends make to the Library. She also thanked the Cross Lanes Library for hosting us, the staff for their continued hard work, and the Library board, Foundation board, branch advisory boards, patrons and volunteers for their continued support. Long term planning will continue to provide the framework for the future of KCPL. We are happy to say that West Virginia Book Festival is returning and is scheduled for Oct 23-24. Also, Sunday hours will be begin again at the Main Library on October 4th.

Cross Lanes Branch Manager, Julie Spiegler thanked everyone for coming. She invited everyone to stay for refreshments provided by the Cross Lanes Branch Advisory Board and to tour the facility.

There being no further business the meeting was adjourned.



Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
September 14, 2015

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 14, 2015 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. K. Bailey	Ms. V. Rugeley
Dr. M. Foster	Ms. A. Russell
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Dr. R. Stuart
Ms. B. Lord	Mr. B. Thomas
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present was Mr. Adam Krason from ZMM Architects and Engineers.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the August 10, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$170,000.63 and the Book Bills in the amount of \$77,231.53 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$718.24 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$5,430.05 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert received final approval from HUD to repurpose a previously-awarded grant in the amount of \$237,500 for use for the Boiler Project. The existing boilers have been demolished and the boiler room prepared to receive new boilers. A flue will have to be installed from the boiler room to the roof that will involve use of a crane. This will prevent operation of the drive up window and handicapped/stroller access while the crane is present and operating.
- The FCC approved applications for federal E-Rate funds for data lines; phone service; network switches and wireless equipment; and installation. Combined the award of E-Rate funds will enable a doubling of our available data capacity. The Automation Department will work on an implementation schedule. The Board previously approved a resolution authorizing the conditional acceptance of the Pomeroy IT Solutions proposal to supply network switches, etc. contingent on receipt of federal E-Rate funds.
- The Teen Zone/AV department renovations continue to move forward. Furnishings are being ordered. Part of the renovation included reorganizing the fourth floor reference overflow and storage area. There are some individual volumes and sets of books that have been in storage for decades whose estimated value prevents them from being checked out to patrons or being put into a regular book sale. Mr. Engelbert suggested that it may be wise to sell them. Upon discussion, the Board expressed concern about selling these items and requested additional information. Mr. Engelbert will compile a list of these items and the Board will continue to discuss the issue in the future.

REPORTS OF COMMITTEES:

Finance Committee. Ms. E. Lord reported that the Finance Committee met recently to review the proposed carry over adjustments to the 2015-2016 Budget. This is a process that is completed yearly. Mr. Engelbert explained the requests to the Board.

Upon a motion duly made and carried, the below resolution was approved.

RESOLVED, that the fiscal year 2015/2016 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Automation Equipment	Automation	\$ 1,889.00
Automation Supplies	Administration	\$ 2,909.21
Building Repair & Maintenance	Facilities	\$ 764.28
Capital Expense	Teen Zone	\$ 695.95
Copier Expense	Administration	\$ 342.51
Contractual Services	Cross Lanes	\$ 500.00
Contractual Services	Dunbar	\$ 450.00
Contractual Services	Marmet	\$ 300.00
Contractual Services	Sissonville	\$ 500.00
Contractual Services	St. Albans	\$ 360.00
Furniture & Equipment	Administration	\$ 2,273.04
Furniture & Equipment	Cross Lanes	\$ 776.12
Furniture & Equipment	Dunbar	\$ 229.77
Furniture & Equipment	Elk Valley	\$ 188.51
Furniture & Equipment	Sissonville	\$ 979.61
Housekeeping Supplies	Facilities	\$ 115.05
Miscellaneous Expense	Administration	\$ 90.00
Programing	Children's	\$ 544.00
Supplies	Administration	\$ 1,167.80
Supplies	Children's	\$ 108.00
Supplies	Tech Services	\$ 606.30
Supplies	Cross Lanes	\$ 108.00
Supplies	Nitro	\$ 108.00
Supplies	Sissonville	\$ 108.00
Vehicle Maintenance	Facilities	\$ 15.40

SUBTOTAL \$ 16,128.55

UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS

Administration	\$ 28,000.00
Clendenin	\$ 3,799.84
Cross Lanes	\$ 557.70
Elk Valley	\$ 3,750.00
Nitro	\$ 171.61
Sissonville	\$ 3,959.24
Marmet Construction	\$ 19,250.00

SUBTOTAL \$ 59,488.39

OTHER

Regional Development Authority	Teen Zone	\$ 12,741.18
Collection Materials	Nitro	\$ 8,450.10

SUBTOTAL \$ 21,191.28

Grand Total \$ 96,808.22

Membership Committee. Ms. B. Lord reported that committee members are in the process of identifying potential new Board members. They plan to meet soon to discuss the candidates and will provide an update at the next Board meeting.

Ad Hoc Building Projects Committee. Ms. Morgan and Mr. Engelbert met with Mr. Brooks McCabe of West Virginia Commercial Real Estate regarding negotiation of a contract for Site Evaluator services. During that discussion, it was recommended that KCPL retain the services of an architect to work together with the Site Evaluator. In order to move forward, KCPL will need to cancel the 2002 agreement with ZMM Architects and Engineers that was entered into when the original new Main Library project was envisioned. Ms. Morgan made it clear that cancelation of the 2002 agreement is in no way a reflection of any concern with ZMM or the work performed to date, but simply recognition that the nature and scope of the project has changed so significantly that the process of architect selection should be reinitiated. Mr. Krason stated that ZMM understands the need for this action. They have enjoyed the relationship with KCPL and remain interested in working with the Library on the Main Library project in the future. Upon a motion duly made and seconded, the Board approved the cancelation of the existing 2002 architectural services contract with ZMM.

The Committee recommended that the Board commence the process of architect selection for the Main Library project through issuance of an Expression of Interest document for Architectural and Engineering Services. The document was previously distributed to the Board. Mr. Engelbert requested that the contact for submission of responses be changed from “Alan Engelbert” to “Administration.” Upon a motion duly made and carried, the Board approved the issuance of the Expression of Interest document as modified.

NEW BUSINESS:

VolunTEEN Resolution. Upon a motion duly made and seconded, the following resolution was unanimously approved.

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

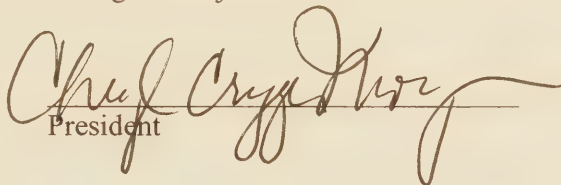
WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2015 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Other. Ms. Morgan noted a special anniversary for Board of Directors member Virginia Rugeley. Ms. Rugeley has been an active and devoted Board member for thirty five years, including service as President of the Board. The Board congratulated Ms. Rugeley on reaching this milestone, thanked her for her many years of service, expressed their appreciation for the institutional memory, knowledge, judgment and insight she brings to all issues facing the Library and their hope that Gina will serve for many more years to come.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
October 12, 2015

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 12, 2015 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Dr. M. Foster
Ms. M. Jaensson
Ms. J. Pauer

Ms. V. Rugeley
Ms. A. Silbernagel
Dr. R. Stuart
Mr. B. Thomas

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Pauer presided. The Director served as Secretary. Ms. Pauer reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the September 14, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$158,595.88 and the Book Bills in the amount of \$92,333.53 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$2,558.25 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$4,279.46 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Directors Report:

Mr. Engelbert gave a report on activities for the month, including:

- The new boilers will be delivered next week. A new flue will be installed in the chimney on October 16th which will require the use of a crane. There will be no access to the building from Quarrier Street and the drive up window will not be available the entire day. Handicap and stroller access will be possible from Summers Street. The public will be notified and the due date on library materials will be extended by a day throughout the system.
- Recruitment is ongoing, as is the process of conducting criminal background checks on current employees. Ms. Alford has also been working extensively with Ms. Bernie Deem of AlignHR to complete the compensation study requested by the Board. Ms. Deem hopes to present her conclusions to a joint meeting of the Personnel and Finance committees prior to the November Board meeting.
- Responses from architectural and engineering firms to the Expression of Interest document issued by the Library are due Monday, October 26th at 4pm. The Ad Hoc Building Projects Committee will meet to review the proposals and select firms to be interviewed. Interviews of selected firms will take place the week of November 16th. In addition, the contract with West Virginia Commercial Real Estate to provide site evaluation services will be available soon for review by the Ad Hoc Committee and possible recommendation for action by the Board.
- A first draft of the Long Range Plan for KCPL has been developed. KCPL Staff Cabinet members will review the initial draft at an October 28th meeting. A meeting of the KCPL Board's Long Range Planning Committee will be scheduled soon thereafter to review the draft Plan.
- Work has begun to carry out the upgrade of the Library's data communication network, funded primarily through grants of federal E-Rate funds. It is anticipated that the project will be completed by the end of the calendar year, resulting a doubling of the capacity of the network.
- Other ongoing projects include a contest for staff to submit suggestions to name the new AV/Teen Zone space; Sunday hours resumed on October 4th at Main; Work continues to identify and inventory non-circulating items that may be donated to other institutions or sold.
- Mr. Engelbert reminded everyone that the WV Book Festival is schedule for Friday October 23rd and Saturday, October 24th at the Charleston Civic Center.

Staff Report: WV Book Festival / Social Media

Ms. Wooten showed the Board the Book Festival links on the KCPL homepage. She also showed how to link to the Book Festival events and invite friends on Facebook. Ms. Wooten reviewed the schedule for the Festival. The Market Place Author reception will take place on Friday evening from 5-6:30, followed by Neil Gaiman at 7:00 p.m.

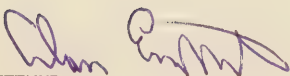
REPORTS OF COMMITTEES:

Membership Committee. Ms. Silbernagel reported that committee members are in the process of identifying potential new Board members. They plan to meet soon to discuss the candidates and will continue to provide updates to the Board.

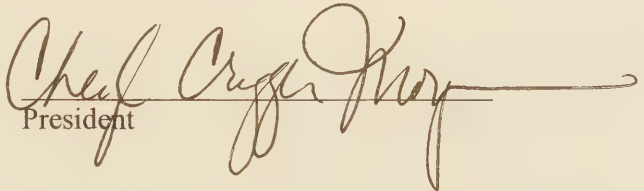
OLD BUSINESS: None

NEW BUSINESS: None

There being no further business the meeting was adjourned.



Secretary



President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
November 9, 2015

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 9, 2015 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Jaensson	Ms. A. Russell
Ms. C. Morgan	Ms. A. Silbernagel
Ms. J. Pauer	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the October 12, 2015 meeting were approved as distributed to the Board. Per a suggestion by Mr. Albert, the Director's and Staff Reports will henceforth be attachments to the Minutes.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$83,832.61 and the Book Bills in the amount of \$53,033.75 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,001.61 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$176,441.28 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Membership Committee. Ms. Silbernagel reported that committee members have identified potential candidates to be nominated to serve on the Board of Directors. The committee will meet soon to discuss the candidates and schedule interviews and hopes to have a recommendation to present at the next Board meeting.

Ad Hoc Building Committee. Ms. Morgan reported that, per a resolution adopted in August, negotiations have been underway with West Virginia Commercial Real Estate to provide Site Evaluator Services. The negotiations resulted in the proposed Professional Services Agreement previously distributed to the Board. The Agreement has been reviewed by West Virginia Commercial Real Estate, Counsel and the Ad Hoc Committee, which recommends its adoption. Upon a motion made and carried, the Board approved adoption of the Professional Services Agreement as presented. Mr. Albert abstained.

Responses to the Expression of Interest for Architectural and Engineering Services were due October 26th, with nine responses timely received. The Committee was very pleased and impressed with the quality of the responses received and it was difficult to narrow the field to a manageable number of firms to invite to interview. The Committee did agree by consensus on four firms to invite to participate in interviews scheduled for Saturday, November 21st. All Board members are welcome to participate.

Joint Personnel and Finance Committees. Ms. Morgan reported that the Joint Committee met in October to review the results of the Compensation Study completed by Bernie Deem of AlignHr. The Committee is continuing its analysis of the Study and its recommendations. Ms. Morgan thanked Ms. Deem for her many, many hours of work on this project. Ms. Morgan also thanked Ms. Alford for the wealth of information she provided to Ms. Deem during this process.

Mr. Engelbert reviewed the history of the Jacobson Trust for the Board. The Finance Committee met with the two firms that handle investment of the funds to review performance. Both firms recommended that there be revisions made to the policy adopted by the Board guiding investment of the funds, which was last revised in 2004. The Committee reviewed revisions suggested and forwarded a draft policy embodying them to the Board. After discussion it was agreed that further revisions are necessary and the draft policy should be reviewed by Counsel before it is again considered by the Board.

OLD BUSINESS: None

NEW BUSINESS: Retirement Resolution – Olivia Bravo

Upon a motion duly made and seconded, the below resolution was unanimously approved.

WHEREAS, Ms. Bravo was employed by the Kanawha County Public Library in April 1987 and has submitted her intent to retire effective December 31, 2015; and

WHEREAS, Ms. Bravo has served as a Circulation Operations Supervisor from April 1987 until August 1990; and

WHEREAS, Ms. Bravo has served as a Reference Department Librarian from August 1990 until her retirement; and

WHEREAS, Ms. Bravo has served as the Foundation Center Cooperating Collection Librarian and Government Documents Specialist providing an invaluable service to our patrons and the community; and

WHEREAS, Ms. Bravo fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Bravo's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Bravo a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Bravo.

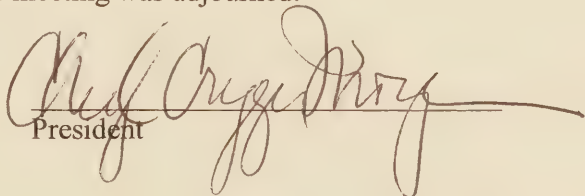
Other. Congratulation to Board member Ben Thomas and his family on the birth of their son, Warner Glen Thomas.

The Basket Auction will be held on April 30, 2016. This is the tenth year for the event.

There being no further business the meeting was adjourned.



Secretary



President

Directors Report November 2015:

Mr. Engelbert gave a report on activities for the month, including:

- The new boilers were delivered without incident. Work continues on the project. The new boilers should be ready and working before the weather turns. Ms. Morgan expressed appreciation for Engelbert's work to get approval to use federal HUD funds for the boiler project.
- We anticipate opening the new 4th Floor old AV department on December 21st. A contest was run to solicit names for the new space. The winning entry was provided by Kay Ferrill. This new area will be called "Zone4: Teens, Tech, Entertainment". The bulk of the furnishings should be delivered and installed the week of December 7th. The temporary AV Department on the 2nd floor will shut down the week of December 14th to allow all collections to be moved from there and the 1st floor and be reintegrated with collections on the 4th floor.
- The data communications system upgrade should be completed by the 1st of the year. Special thanks to Accounting Services Coordinator, Kim Runion, for coordinating the E-Rate application process in conjunction with Automation staff and with assorted vendors.
- A draft of a new long range plan for KCPL has been completed and sent to the Committee chair and President.
- AEP will be installing new feeder cable to the library overnight beginning at 5pm on Saturday. They should be done before the library opens on Sunday. Notice will be provided to the public that the catalog and online services may be unavailable while the building is without power.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 14, 2015

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 14, 2015 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Ms. M. Jaensson	Ms. A. Silbernagel
Ms. B. Lord	Dr. R. Stuart
Ms. C. Morgan	Mr. B. Thomas
Ms. V. Rugeley	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were: Dr. Becky Goodwin and Mr. Tom Cloer from the St. Albans Branch Advisory Board; and representatives from the Silling, Williamson/Shriver, and ZMM architectural firms.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Ms. Morgan announced to the Board the passing of former Board member Mr. T.D. Kauffelt. The Board expressed its condolences to the family and recognized a moment of silence.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the November 14, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$316,228.70 and the Book Bills in the amount of \$116,920.56 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,325.95 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$75,238.03 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Presentation by St. Albans Branch Advisory Board. Mr. Engelbert introduced Dr. Becky Goodwin and Mr. Tom Cloer from the St. Albans Branch Advisory Board. The Advisory Board is proposing to purchase a digital exterior sign to be installed on property abutting Sixth Avenue. The Branch Advisory Board has funds for the project and has conducted extensive research into the specifications of the sign and its potential location and installation. Mr. Cloer presented the specifics to the KCPL Board.

KCPL Board member Dr. Ramon Stuart added that the St. Albans Branch Advisory Board should be commended for their hard work on behalf of the St Albans Branch of the Kanawha County Public Library. Ms Morgan also thanked Mr. Cloer, Dr. Goodwin and the Advisory Board and asked that Mr. Engelbert, with the advice and assistance of Counsel, work with the Advisory Board and the City of St Albans to conduct the project and bring any documents or agreements necessary to the Board for approval.

REPORTS OF COMMITTEES:

Ad Hoc Building Committee. Ms. Morgan reported the Committee has been very busy with the selection process for an architectural firm to help plan a re-imagined Main Library and construct it. Nine firms submitted responses to the “Expression of Interest” document issued by KCPL. The Ad Hoc Committee carefully considered and evaluated all responses received and by consensus selected four firms for interview. All four firms were interviewed on Saturday, November 21st and subsequently ranked and reviewed further by the Committee. After much discussion, it is the unanimous recommendation of the committee that KCPL enter into discussions and negotiations with Silling Associates Architects of Charleston and HBM Architects of Cleveland, Ohio. Ms. Morgan thanked all of the architectural firms for participating and the Committee members for their time and dedication to this process. Upon a motion made and carried, the following resolution was approved.

WHEREAS, the Library Board of Directors has determined it is timely to re-evaluate the planned New Main Library project with respect to size, needs, scope and cost, and explore possibilities and efficiencies that might be afforded by locations other than the site currently selected as the location of the New Main Library or by enhancements or additions to the current facility; and

WHEREAS, with the consent of the Board, the Library issued an “Expression of Interest” (EOI) document to solicit interest from qualified firms to provide architectural and engineering services to assist the Library in identifying and evaluating potential commercially-available sites within the City of Charleston, West Virginia for the location of a Main Library facility and then to provide architectural planning and engineering services leading to the construction of a Main Library; and

WHEREAS, the issuance of the EOI resulted in the timely receipt of expressions of interest from nine firms which were carefully assessed by the Ad Hoc Building Projects Committee of the Library Board of Directors and which conducted extensive interviews with selected firms; and

WHEREAS, it is in the best interests of the Library to begin discussions and negotiations about a contract with the firm who in the Board’s judgment is best qualified to provide architectural and engineering services leading to the construction of a Main Library;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library has received a report from the Ad Hoc Building Projects Committee and authorizes the Ad Hoc Committee, on behalf of the Library, to enter into discussions and negotiations with Silling Associates Architects of Charleston and HBM Architects of Cleveland, Ohio, and return to the Board with the results of those negotiations, and that the President and Director of the Kanawha County Public Library, with the advice and assistance of Counsel, are authorized and directed to take all actions necessary to carry into effect this Resolution.

Membership Committee. Ms. B. Lord reported that interviews of potential Board members have been conducted and the Committee has a candidate to recommend to the Board pending final agreement from the candidate to be nominated. The Committee will present the candidate information and recommendation at the next KCPL Board Meeting. Ms. Morgan announced to the Board that she received today the resignation of Mr. Stephen Smith from the Board of Directors effective immediately. The Board will take action on this resignation at the next meeting.

Joint Personnel and Finance Committees - Compensation Study. Ms. Morgan reported that the Joint Committee met again to review the results of the Compensation Study completed by Bernie Deem of AlignHR. After lengthy discussions, the Committee recommends that pay scales for non-exempt (hourly) staff be adjusted to the market minimum as calculated in the Study. The Joint Committee will continue to analyze the compensation of staff and make such other recommendations as may be prudent and necessary. Upon a motion made and carried, the following resolution was approved:

WHEREAS, the Board of the Kanawha County Public Library (Library) wishes to compensate its employees fairly and in accordance with the demands of each position and the market rate for our geographic area for those positions; and

WHEREAS, the Board authorized the Joint Personnel and Finance Committees of the Board (Joint Committee) to undertake a study (Study) to assess and evaluate the compensation system utilized by the Library and to investigate and establish a system to help establish the appropriate market rate for the various positions at the Library; and

WHEREAS, the Joint Committee continues to evaluate the Study and draw from the Study for moving forward on a system of compensation; and

WHEREAS, consistent with its fiduciary responsibilities, the Board, based on the recommendation of the Joint Committee, has determined as a first step that non-exempt positions below the minimum market rate for our geographic area should be adjusted to the minimum market rate recommended by the Study;

NOW, THEREFORE BE IT

RESOLVED, that wages for 54 non-exempt positions currently compensated at a rate less than the minimum market rate be adjusted to the minimum market rate effective the pay period encompassing January 1, 2016; and be it further

RESOLVED, that the 2015-2016 Budget be adjusted accordingly in the amount of \$27,149.55; and be it further

RESOLVED, that the Board of Directors authorizes and directs the Joint Committee to continue to analyze the compensation of staff and make such other recommendations as may be considered prudent and necessary for non-exempt and exempt positions consistent with the fiduciary responsibilities of the Board.

Joint Personnel and Finance Committees - Sirsi Server Replacement. The Committee also recommends approval of the previously distributed proposal regarding the necessary

upgrade a computer server which supports critical library operations. Upon a motion made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library provides online catalog, materials circulation, materials acquisition and other services through SirsiDynix (“the system”), a vendor that specializes in provision of software and hardware to support library operations; and

WHEREAS, the Library is operating the system using a UNIX operating system on an HP server purchased in August 2006; and

WHEREAS, SirsiDynix will no longer support and develop software for systems running on UNIX and is recommending that the Library migrate the system to a LINUX platform; and

WHEREAS, HP has announced that the server purchased in 2006 has reached its “End of Life,” and will soon be completely out of maintenance; and

WHEREAS, multiple quotes have been received to purchase a new server that is compliant with specifications published by SirsiDynix for the operation of the system;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors accepts the low quote for a Dell Power Edge Linux server in the amount of \$12,851; and be it further

RESOLVED, that the Director is authorized to accept the quoted cost of \$26,840 from SirsiDynix to provide installation of hardware and software and the migration of all data residing on the system at the appropriate time; and be it further

RESOLVED, that the 2015-2016 Budget be revised in the amount of \$39,691 to provide for the cost of the new server and the migration of the system.

OLD BUSINESS: Investment Policy – Jacobson Fund. Modifications suggested at the November Board meeting to the draft Policy are included in a revised Draft provided to the Board. As requested at the November meeting, the Policy was submitted to Counsel for review. Mr. Engelbert read a communication from Legal Counsel Mr. Chris Winton which stated:

I have reviewed the proposed revised Investment Policy for the Jacobson Fund. I do not find that there is any violation in the policy to your 1957 Charter or the WV Library Act, Code 10-1-1.

Moreover, the Jacobson Fund is classified as an “endowment fund” and is governed under the provisions of the WV Uniform Prudent Management of Institutional Funds Act (UPMIFA), Code 44-6A-1, a copy of which is attached. In general, your management of the Fund (or by your delegated agents) must be in good faith and with the

care of an ordinary prudent person. You may invest in stocks (equity) as allowed by the amendment to WV Constitution article 10, section 6 (the prudent investment amendment).

I am not an investment advisor, so I do not comment on the sufficiency of the particular investment policy which is proposed. I do comment that it is similar to the general statutory restrictions set forth for the WV Investment Management Board in Code 12-6-12.

Upon a motion made and carried, the following was approved.

Jacobson Fund Investment Policy Kanawha County Public Library

Objective

- A. The Account's primary objective is to preserve and enhance the (after inflation) value of its current assets and minimize risk of loss.
- B. A second objective, subject only to the first, is to provide the highest total return on available assets in the Account.
- C. The final objective is to maximize predictability and consistency of investment returns.

Asset Allocation

Asset allocation should be a mix of equities and fixed income consisting of individual securities.

A. Equities

- 1. Equity exposure shall be limited to no more than 50% of the total portfolio.
- 2. No more than five percent (5%) of the equity portfolio can be invested in any one issue other than a mutual fund.
- 3. Equity investments will be diversified among large cap, small/mid cap and international companies. Small/Midcap exposure is limited to 25% of the equity portfolio. International exposure is limited to 25% of the equity portfolio.

B. Fixed Income

- 1. There will be no restrictions as to the percentage of the total fund that can be invested in fixed income.
- 2. Fixed income maturities will be less than 20 years; however, the average life of the portfolio will be no longer than seven years.
- 3. Below investment grade exposure should be limited and in no event should exceed 10% of the fixed income portfolio.

C. Cash

Cash reserves can include U.S. Government, U.S. agency securities (6 months or less maturity), certificate of deposits with insured limits, commercial paper rated "A1/P1" or better, collateralized (U.S. Government guaranteed collateral) repurchase agreements, and high quality money market funds.

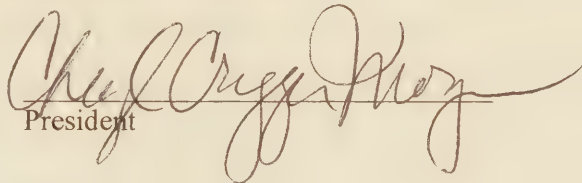
NEW BUSINESS: Ms. Morgan presented Board Member Mr. Ben Thomas a library card for his son, Warner Glen Thomas who was born October 30, 2015.

Ms. Morgan announced the Board member Dr. Michelle Foster, has been named the President/CEO of the Greater Kanawha Valley Foundation. The Board expressed its congratulations to Dr. Foster.

There being no further business the meeting was adjourned.



Secretary



President

Directors Report December 2015:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert thanked the Board members who attended the many assorted Committee meetings conducted over the last month at which many significant issues were discussed.
- Mr. Engelbert also thanked the many Board members who attended the KCPL Holiday Open Houses this year. The events were fun and entertaining.
- Work on development of a new Long Range Plan continues. The Long Range Planning Committee met to review a draft of the Plan. A revised Draft will go to the Committee in the near future.
- Zone4 will open to the public on December 21st after eleven months of work. Staff is in the process of moving materials from the temporary department and from the 1st floor this week. The Board is invited to tour the new space after today's meeting.
- The Boiler Replacement Project is substantially complete. However, it is likely that a back flow preventer will have to be installed and consideration should be given to replacing 50-year-old by pass and pressure reducing valves at the junction of the new boilers and the domestic water supply building systems. This will involve a change order estimated to exceed \$10,000.
- There have been roof leaks and water infiltration at the Dickenson Street building that has resulted in some damage to drywall. We are investigating to determine if any other infiltration took place. Depending on what we find, there may be matters that come to the Support Services/Building Committee for consideration.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
January 11, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 11, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Dr. R. Stuart
Ms. C. Morgan	Mr. B. Thomas
Ms. S. Poffenbarger	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the December 14, 2015 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$65,640.36 and the Book Bills in the amount of \$82,018.99 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$4,087.70 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$85,454.66 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Membership Committee. Ms. Silbernagel reported that Mr. Stephen Smith submitted his resignation to the Board. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, Mr. Stephen Smith has served the Kanawha County Public Library
as a member of the Board of Directors since 2014; and

WHEREAS, Mr. Smith has furthered the aims and purposes of this institution by
his service as a member of this Board and as a member of several
committees of this Board.

NOW, THEREFORE BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the
resignation of Mr. Stephen Smith from the Board of Directors of the
Kanawha County Public Library; and be it further

RESOLVED, That the Board of Directors wishes to give its heart-felt thanks and
appreciation to Mr. Smith for his loyal and dedicated service to the
Kanawha County Public Library; and be it further,

RESOLVED, That this expression of appreciation and esteem be spread upon the
minutes of this meeting and that a copy be presented to our colleague, Mr.
Stephen Smith.

Ms. Silbernagel reported that the Committee completed their interviews of
prospective members of the Board of Directors and provided brief biographical
information for Dr. James M. Blackwell and Mr. John Jarrett, who the Committee
recommends be forwarded to the Kanawha County Board of Education for appointment
as Directors.

Upon a motion duly made and carried, the following resolutions were approved.

RESOLVED, that Dr. James M. Blackwell be recommended to the Kanawha
County Board of Education for appointment as a Director of the Kanawha County Public

Library to complete the unexpired term of Mr. Stephen Smith for the term ending June 30, 2020.

RESOLVED, that Mr. John Jarrett be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the expired term of Ms. Nelle Chilton for the term ending June 30, 2021.

Ad Hoc Building Projects Committee. Ms. Morgan reported the Committee has begun negotiations to reach an Agreement with Silling Associates Architects and HBM Architects to provide architectural services for the New Main Library project. Library Counsel Christopher Winton, is reviewing draft documents. The Committee expects to have a final draft of an Agreement for review at the next Board meeting.

The Committee also met to review a proposed change order for the boiler replacement project, which will require an adjustment to the contract amount if approved. Upon a motion duly made and carried, the following resolution was approved.

WHEREAS, the Kanawha County Public Library (KCPL) in conjunction with ZMM Architects and Engineers conducted a bid process to replace the boilers at its Main Library facility located at 123 Capitol Street, Charleston, West Virginia; and

WHEREAS, Nitro Mechanical submitted the lowest responsible bid in the amount of \$249,890 which was duly accepted by the KCPL Board of Directors; and

WHEREAS, work necessary to connect the boiler exhaust to the flue resulted in an adjustment to the contract by \$1,750 to \$251,639; and

WHEREAS, the new boilers have been installed and the project is substantially complete; and

WHEREAS, operation of the new boilers has resulted: in leaks in 50-year-old pressure reducing and shut off valves that connect the boilers to the domestic water systems, in excessive pressure, and in bleed-through across domestic water systems which prevents implementation of chemical treatment of the boilers; and

WHEREAS, resolving these issues requires installation of a back flow preventer and replacement of pressure-reducing and shut off valves; and

WHEREAS, KCPL desires that the back flow preventer be installed and replacement of valves and any associated work be performed as per a Supplemental Drawing submitted by ZMM, at a quoted cost of \$11,850; and

WHEREAS, this work will bring the project to completion at a cost substantially under budget;

NOW, THEREFORE BE IT

RESOLVED, that the KCPL Board of Directors accepts a change order submitted by Nitro Mechanical in the amount of \$11,850, resulting in a contract price of \$263,489, and that the President and Director of the Kanawha County Public Library are authorized and directed to take all actions necessary to carry into effect this Resolution.

Finance Committee. Ms. Jaensson reported that the Committee met to review proposed branch assessments for FY 2016/2017. A copy of the explanatory memo and resolution were previously distributed to the Board for review. She called on Mr. Engelbert to further explain how the amounts are calculated and reasons for changes from the FY 2016 assessments. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2015 property valuations, multiplied by the same rate per \$100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2015/2016:

	FY 15/16 Operating Budget		Current FY Contribution		Proposed Contribution 3.50%	
Clendenin	\$135,669		\$4,457		\$4,748	
Cross Lanes	\$252,740		\$8,322		\$8,846	
Elk Valley	\$270,330		\$8,839		\$9,462	
Glasgow	\$27,766		\$866		\$972	
Marmet	\$92,849		\$3,081		\$3,250	
Riverside	\$215,068		\$7,282		\$7,527	
Sissonville	\$237,432		\$8,310		\$8,310	

Branch Support Subtotal		\$41,157	\$43,115	
Dunbar	\$255,247	\$63,000	\$81,551	
St. Albans	\$401,845	\$97,258	\$124,904	
TOTAL		\$201,415	\$249,570	

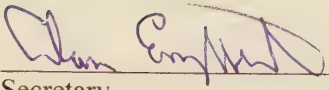
OLD BUSINESS: None.

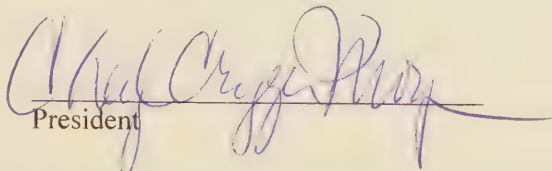
NEW BUSINESS:

West Virginia Library Association 2016 Legislative Goals. Mr. Engelbert provided a brief overview of the previously distributed West Virginia Library Association's 2016 Legislative Goals. Library Day at the Legislature is scheduled for Tuesday, February 2nd. There will be displays from libraries around the state in the Rotunda throughout the day. Instead of an evening reception, this year WVLA will be hosting a lunch with legislators at the Capitol at 11am. Ms. Stringer has tickets available. Upon a motion duly made and carried, the Board voted to endorse the WVLA's 2016 Legislative Goals.

Staff Development Day. The 2016 Staff Development Day is scheduled for Wednesday, February 24th at the Holiday Inn & Suites in South Charleston. Board members are invited to attend all or part of the day. The program and schedule is still being developed and will be provided closer to the event. Again this year we will present the Linda G. Wright Award for Excellence in Library Service. Board members are encouraged to submit nominations for the award. Ms. Stringer distributed the award information to members and will follow up with an email of the forms.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
February 8, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 8, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Jaensson	Ms. A. Russell
Ms. B. Lord	Dr. R. Stuart
Ms. E. Lord	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow
Ms. J. Pauer	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Jody Driggs and Brian Estep from Silling Associates were also present.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the January 11, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$138,877.99 and the Book Bills in the amount of \$81,684.02 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$8,702.56 duly certified and approved in accordance with the Bylaws and on

motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$3,375.56 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid. Mr. Engelbert commented on issues involving low gas pressure that affect the operation of the new boilers. He recommended that the final payment to ZMM be approved by the Board but that the check be held pending resolution of the problems encountered. The payment was approved as part of the above motion.

REPORTS OF COMMITTEES:

Membership Committee. Ms. B. Lord reported that Dr. Michelle Foster submitted her resignation to the Board. Upon a motion duly made and carried, the below resolution was approved.

WHEREAS, Dr. Michelle Foster has served the Kanawha County Public Library
as a member of the Board of Directors since 2012; and

WHEREAS, Dr. Foster has furthered the aims and purposes of this institution by
her service as a member of this Board and as a member of several
committees of this Board.

NOW, THEREFORE BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the
resignation of Dr. Michelle Foster from the Board of Directors of the
Kanawha County Public Library; and be it further

RESOLVED, That the Board of Directors wishes to give its heart-felt thanks and
appreciation to Dr. Foster for her loyal and dedicated service to the
Kanawha County Public Library; and be it further,

RESOLVED, That this expression of appreciation and esteem be spread upon the
minutes of this meeting and that a copy be presented to our colleague, Dr.
Michelle Foster.

Ms. B. Lord also reported that due to the cancellation of the February Kanawha County Board of Education meeting, the appointment of Dr. James M. Blackwell and Mr. John Jarrett to the KCPL Board of Directors has been delayed. The Board of Education

has placed approval of the appointments on the agenda for its next regular meeting on March 18th.

Ad Hoc Building Projects Committee. Ms. Morgan reported that the Committee with the advice of Counsel had negotiated a draft Agreement with Silling Associates Architects and HBM Architects to provide architectural services for the New Main Library project. The project is divided into two phases. Phase One will serve to define and determine the size and scope of the project to be carried out, while Phase Two involves the actual design and construction of the Main Library project. Sections of the Agreement involving costs and time frames for completion of Phase Two will have to be revised once Phase One is completed. The Committee recommends adoption of the Agreement as presented. Upon a motion duly made and carried, the Board approved acceptance of the Agreement and authorized the Board President or Director to execute the Agreement on behalf of the Board of Directors.

Long Range Planning Committee. Ms. Jaensson reported that the Committee met multiple times to review drafts of the Long Range Plan. She provided an overview of the plan and thanked the staff that have been working on this project. After Board approval the Plan will be submitted to the West Virginia Library Commission as required by statute.

Upon a motion duly made and carried, the Board approved the 2016-2020 KCPL Development Plan as presented.

Finance Committee. Ms. E. Lord reported that the Finance Committee met prior to the meeting to discuss implementation of a new accounting standard (GASB 68) intended to account for the pension liabilities of public entities such as KCPL. Ms. Lord provided a brief summary of the issues regarding adoption of this standard by KCPL and its affect on the audit of the year ended June 30, 2015 and its potential effects on the Library's financial position going forward. The Committee recommends that it continue to investigate the matter in conjunction with our auditors, Perry Associates, and that no action be taken at this time. The recommendation was accepted by the Board

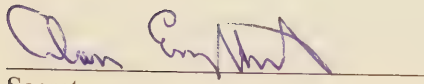
OLD BUSINESS: None.

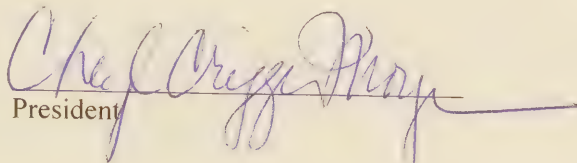
NEW BUSINESS:

Legislative Activity. Ms. Rugeley reported that Library Day at the Legislature was held on Tuesday, February 2nd. Mr. Engelbert, Ms. Morgan, and Ms. Rugeley met with several members of the Kanawha County legislative delegation. The main topic of conversation was to keep Grants in Aid at their current level in the 2016-2017 budget. Mr. Engelbert updated the Board on a Senate Bill 265 regarding volunteers in libraries gaining access to confidential patron records. The Library opposes this bill and it is opposed by the broader library community.

Staff Development Day. Reminder that the 2016 Staff Development Day is scheduled for Wednesday, February 24th at the Holiday Inn & Suites in South Charleston. The agenda for the day will be distributed next week. Board members are invited to attend all or part of the day.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
March 14, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 14, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. S. Haden	Ms. S. Poffenbarger
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Dr. R. Stuart
Ms. B. Lord	Mr. B. Thomas
Ms. E. Lord	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also present were William Wilkinson and Jodey Altier from Perry & Associates.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Ms. Morgan welcomed two new Board Members, Dr. Mickey Blackwell and Mr. John Jarrett to their first meeting.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the February 8, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$212,101.85 and the Book Bills in the amount of \$108,724.08 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$7,156.19 duly certified and approved in accordance with the Bylaws and on

motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$18,138.68 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Finance Committee: Review and Acceptance, FY 2015 Audit (Perry & Associates)

Ms. E. Lord advised the Board that the Finance Committee met with representatives from Perry & Associates to review the draft audit of Kanawha County Public Library, which includes the Library Foundation of Kanawha County, Inc. for 2014/2015, and are forwarding it to the Board with a recommendation for approval. Copies of the audit were distributed to all Board members prior to today's meeting.

Mr. Wilkinson and Ms. Altier reviewed the Audit findings for the Board. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2014/2015.

Ms. Altier provided an overview of GASB 68 Accounting Standard Regarding Pension Liabilities and how the new standard applies to KCPL.

Upon a motion made and carried, the Audit for the Kanawha County Public Library was approved, including adoption of the GASB 68 Accounting Standard by KCPL.

Resolutions to Establish Levy Request Levels for FY 2017

Ms. E. Lord reviewed the Levy resolutions with the Board. These amounts requested were calculated using the same methods and formulas as in previous years for the City of Charleston and the County Commission. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. Ms. E. Lord advised that the Finance Committee met and recommends approval of the resolutions. Upon a motion duly made and carried, the following resolutions were approved:

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$1,032,724 required for

the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2016;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce \$3,132,503 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2016;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Ad Hoc Building Projects Committee. Ms. Morgan provided an update to the Board regarding the activities of the Committee which are currently focused on project definition and siting of the Main Library. There will be a meeting of the Committee later this week that will include visits to various potential sites led by Brooks McCabe, followed by review and discussion. Ms. Morgan will provide updates on the work of the Committee to the Board going forward.

OLD BUSINESS:

A reminder that the Friends' Basket Auction fundraising event will be held on April 30th. Board members will receive tickets in the mail shortly.

NEW BUSINESS:

National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 10 through April 16, 2016 will be celebrated as National Library Week, and

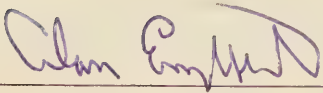
WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year, the continued success of the of the summer library clubs for children and adults, and the successful return of the West Virginia Book Festival, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library, that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
April 11, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 11, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. K. Bailey	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Silbernagel
Ms. M. Jaensson	Dr. R. Stuart
Ms. B. Lord	Mr. J. Withrow
Ms. C. Morgan	

KCPL staff members present were Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Ms. Marsha Alford, Human Resources Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Jody Driggs and Brian Estep from Silling Associates were also present.

Ms. Morgan presided. Ms. Blessing served as Secretary. The President reported that a quorum was present. Ms. Morgan explained to the Board that she requested that Mr. Engelbert attend another meeting today. Ms. Blessing will provide the Director's report per Mr. Engelbert's request.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the March 14, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$202,195.31 and the Book Bills in the amount of \$89,293.89 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$3,014.60 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$707.86 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Ad Hoc Building Projects Committee. Ms. Morgan provided an update to the Board regarding the activities of the Committee which are currently focused on project definition and siting of the Main Library. The Committee met recently and toured, guided by Mr. Brooks McCabe, multiple sites under consideration. The Committee has narrowed down the list of potential sites to six. Silling & Associates will be working to put together a narrative analysis of those sites for the Committee to review.

OLD BUSINESS:

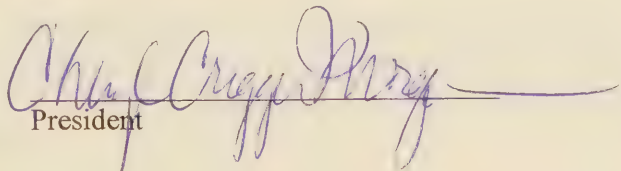
A reminder that the Friends' Basket Auction fundraising event will be held on April 30th. Please contact Terry Wooten if you need additional tickets or have basket donations to contribute.

NEW BUSINESS:

Appointment of Nominating Committee. Ms. Morgan informed the Board she does not intend to serve as Board President next year. She expressed her gratitude in being allowed to serve the past two years. Ms. Morgan appointed an Ad Hoc Nominating Committee to nominate Board officers for the upcoming fiscal year composed of Mr. Albert, Chair, Dr. Bailey, Ms. Rugeley, and Dr. Stuart. The Committee will report to the Board with their recommendations. Voting for officers will be held at the Annual Meeting.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
May 9, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 9, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. C. Morgan
Dr. M. Blackwell	Ms. J. Pauer
Ms. S. Haden	Ms. V. Rugeley
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Dr. R. Stuart
Ms. B. Lord	Mr. B. Thomas
	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Melissa Burchett, St. Albans Branch Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the April 11, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$157,056.01 and the Book Bills in the amount of \$95,193.71 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of \$1,864.17 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$49,924.21 duly certified and approved in

accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Ad Hoc Building Projects Committee. Ms. Morgan provided an update to the Board regarding the activities of the Committee which are currently focused on project definition and siting of the Main Library. Silling & Associates has prepared a narrative analysis of six sites for the Committee to review. The Committee will meet on May 16th to discuss the analysis and attempt to narrow the choices down to the final three. Members of the Committee and Silling have met with Charleston city officials and CURA to update them on the project and explore how the City and the Library might work together to harmonize the goals of the Library and the City in carrying out the project.

Personnel and Finance Committees. The Personnel Committee and the Finance Committee met over the past month to review the 2016/2017 Budget and forward the proposed 2016/2017 Budget to the Board with a recommendation that it be approved. A copy of the proposed Budget and explanatory narrative were previously distributed to the Board for review. Mr. Engelbert reviewed in more detail some of the key points that affected the budget process. Ms. Morgan addressed the Board regarding salary adjustments. After discussion, a motion was duly made and approved that the following resolution be adopted.

WHEREAS, the Board of Directors of the Kanawha County Public Library adopts an annual budget intended to allocate available resources to provide service across Kanawha County in an equitable manner and consistent with the Board's fiduciary responsibilities; and

WHEREAS, the Personnel and Finance committees of the Board are charged with reviewing the budget proposed by the Director and the committees meeting jointly have carefully and at length considered and discussed the budget proposed for the 2016/2017 fiscal year; and

WHEREAS, as a result of this review the 2016/2017 Proposed Budget includes reasonable and necessary adjustments to salaries for exempt and non-exempt employees using the "Compensation Management Recommendations for Kanawha County Public Library" received in October 2015 as a guideline and a tool only and with implementation of salary adjustments subject to review of the Board President; and

WHEREAS, such adjustments in wages equal 1.14% for full-time professional staff, 1.56% for full-time paraprofessional staff and 1.27% for part-time paraprofessional staff and total wage adjustments equaling 1.35%;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors hereby adopts the KCPL Fund Balance Recommendations and the 2016/2017 Budget in amount of \$8,045,940 in the General Fund and \$581,000 in the Construction Fund, for a total of \$8,626,940.

The Board was previously made aware of issues regarding funding provided by the City of St. Albans to support Library operations. Ms. Morgan provided the Board with an overview, history and current status of the financial arrangements between KCPL and the City of St. Albans. Over the past five years, the City of St. Albans has been underfunding its obligation to provide support per an agreement observed since 1962. The City also has not paid to KCPL the amount included in its budget for the current fiscal year and has sharply reduced budgeted support for the 2016/2017 fiscal year from \$97,258 to \$50,000. Mr. Engelbert and Board member Ben Thomas met with St. Albans elected officials in an attempt to resolve the issue but were not successful. The reduced support from St. Albans is reflected in the 2016/2017 KCPL budget that was adopted during today's meeting. Ms. Morgan charged the KCPL Board's Public Services Committee to meet and discuss ways to adjust services provided at St. Albans proportionate to the reduction in support with the objective of minimizing the disruption in services and programming. Ms. Morgan asked that the Committee provide a recommendation to the full Board at the June 13th meeting.

Membership Committee. Ms. Brooke Lord reported that the Committee met to discuss new members and the reappointment of Directors whose terms expire as of July 1, 2016. Ms. Lord provided a brief overview of candidate Ms. Debra Sullivan, whose information had been previously distributed to the Board.

Upon a motion duly made and carried, with Mr. Withrow abstaining, the Board approved the following resolution.

RESOLVED, that Ms. Debra Sullivan be recommended to the Kanawha County Board of Education for appointment as a Director of the Kanawha County Public Library to complete the unexpired term of Dr. Michelle Foster for the term ending June 30, 2020.

Mr. Mike Albert and Ms. Susan Poffenbarger have agreed to be recommended for reappointment for a six year term.

Upon a motion duly made and carried, with Mr. Withrow abstaining, the Board approved the following resolution.

RESOLVED, that Mr. Michael Albert and Ms. Susan Poffenbarger be recommended to the Kanawha County Board of Education for another six year term as Directors of the Kanawha County Public Library, with such six year terms to end June 30, 2022.

Both resolutions will be forwarded to the Board of Education for their approval.

Dr. Ramon Stuart announced to the Board that he would complete his current term through June 30, 2016 but will not seek reappointment as he will be relocating to Georgia for a new position. The Board thanked Dr. Stuart for his service and wished him all success in the future.

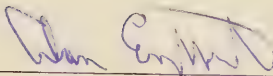
Ad Hoc Nominating Committee. Mr. Albert reported that the Committee met and discussed the Board Officer positions and candidates. The Committee will have a recommendation at the June Board meeting.

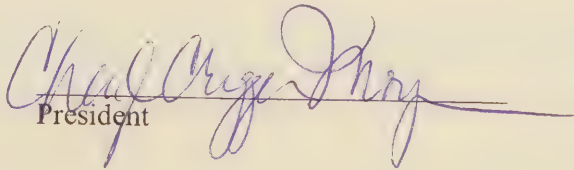
OLD BUSINESS: None

NEW BUSINESS:

Board Committee Appointments. Ms. Morgan noted to the Board members that a new Standing Committee Assignment sheet was available. This sheet included committee assignments for the newest members. If Board members have any questions or concerns regarding committee appointments, please contact Ms. Morgan.

There being no further business the meeting was adjourned.


Secretary


President

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
June 13, 2016

A Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 13, 2016 at 4 p.m. at the Main Library in Charleston.

The following Board Members were present:

Mr. M. Albert	Ms. J. Pauer
Dr. K. Bailey	Ms. S. Poffenbarger
Dr. M. Blackwell	Ms. V. Rugeley
Ms. S. Haden	Ms. A. Russell
Ms. M. Jaensson	Ms. A. Silbernagel
Mr. J. Jarrett	Mr. B. Thomas
Ms. C. Morgan	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Toni Blessing, Associate Director for Public Services; Ms. Terry Wooten, Marketing and Development Manager; Mr. Tim Venitsanos, Facilities Manager; Ms. Marsha Alford, Human Resources Manager; Ms. Melissa Burchett, St. Albans Branch Manager; Ms. Katie Murray, Children's Librarian; Mr. Stuart Frazier, Marketing Coordinator; Ms. Sarah Mitchell, Main Library Public Services Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Jody Driggs and Mr. Brian Estep from Silling Associates were also present.

Ms. Morgan presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 9, 2016 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on a motion duly made, seconded, and adopted, the payment of General Bills in the amount of \$155,614.40 and the Book Bills in the amount of \$119,692.90 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds in the amount of \$2,824.79 duly certified and approved in accordance with the

Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of \$39,470.05 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

Public Services Committee. Ms. Morgan previously had charged the KCPL Board's Public Services Committee to develop recommendations to adjust services provided at St. Albans Branch proportionate to the reduction in support received from the City of St. Albans, with the objective of minimizing disruption in services and programs. Ms. Silbernagel reported that the Committee met and, based on a careful review of financial and patron use data, recommend adjustments to hours as embodied in the previously distributed resolution. A motion was duly made and approved that the following resolution be adopted.

WHEREAS, the Kanawha County Public Library was established in its present form in 1957 by an Act of the Legislature that included ongoing funding of the Library through the County Commission, the Board of Education and the City of Charleston; and

WHEREAS, in 1962 the people of the City of St. Albans completed construction and furnishing of a new public library and requested that the Kanawha County Public Library assume operations of said library; and

WHEREAS, on February 6, 1962 the Kanawha County Public Library agreed to assume operation of what became the St. Albans Branch and agreed to provide service at a level approximately equal to that provided in Charleston provided that the City of St. Albans agree to contribute funding for Library operations on the same basis as does the City of Charleston; and

WHEREAS, over the 54 years it has been in place, the Agreement has supported a high level of library services and programming at the St. Albans Branch Library; and

WHEREAS, beginning in the 2011/2012 fiscal year and continuing through the 2015/2016 fiscal year the City of St. Albans has consistently budgeted and remitted less than the level of support called for in the Agreement; and

WHEREAS, for fiscal year 2016/2017 the City of St. Albans reduced the budgeted support for library service from \$97,258 to \$50,000 when the Agreement results in a calculation of \$124,904; and

WHEREAS, this reduction in support by the City of St. Albans caused reductions in the Library Budget that must be offset by proportionate reductions in open hours at the St. Albans Branch totaling eight hours per week; and

WHEREAS, in order to make proportionate reductions in hours that have the least impact on access to library services at the St. Albans Branch library the Public Services Committee and Library staff conducted a careful analysis of use patterns;

NOW, THEREFORE BE IT

RESOLVED, that, effective July 1, 2016 the St. Albans Branch of Kanawha County Public Library close at 8:00 p.m. on Monday and Tuesday evenings and that Saturday open hours of service be eliminated; and be it further

RESOLVED, that the Branch remain open an additional hour on Friday to 6:00 p.m.; and be it further

RESOLVED, that the Board of Directors takes these actions only reluctantly and hopes that the City of St. Albans will be able to resume providing support to the Library sufficient to allow restoration of hours and services in the future.

OLD BUSINESS:

Ad Hoc Nominating Committee. Mr. Albert reported that the Nominating Committee had discussed the slate of officers to put forward to the Board. The Nominating Committee recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2016-2017:

Ms. Monika Jaensson	President
Mr. Ben Thomas	First Vice President
Ms. Stephanie Haden	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Ms. Morgan reminded that Board that nominations could also be made from the floor at today's meeting and at the Annual Meeting, at which the election of officers will take place.

NEW BUSINESS:

Establish Time, Annual Meeting. By statute, the Annual Meeting must take place on the first Friday in July. This year the meeting will be Friday, July 1, 2016, at 9am at the Main Library, 4th Floor Board Room.

Establish Date, Time and Place, Continuation of the Annual Meeting: A motion was made and carried that the regular July meeting (July 11th) be cancelled. The continuation of the Annual Meeting will be Monday, August 8, 2016, at 4pm at the Riverside Branch Library. Mr. Engelbert will confirm with Branch Manager Ben Ball that this is acceptable.

Resolution in Honor of Service – Dr. Ramon Stuart. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Dr. Ramon Stuart has served the Kanawha County Public Library as a member of the Board of Directors since 2015; and

WHEREAS, Dr. Stuart has furthered the aims and purposes of this institution by his service as a member of this Board and as a member of several committees of this Board.

NOW, THEREFORE BE IT

RESOLVED, That it is with deep regret that the Board of Directors accepts the resignation of Dr. Ramon Stuart from the Board of Directors of the Kanawha County Public Library; and be it further

RESOLVED, That the Board of Directors wishes to give its heart-felt thanks and appreciation to Dr. Stuart for his loyal and dedicated service to the Kanawha County Public Library; and be it further,

RESOLVED, That this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague, Dr. Ramon Stuart.

Retirement Resolution – Paula Ward. Upon a motion duly made and seconded, the following resolution was passed by acclamation.

WHEREAS, Ms. Ward was employed by the Kanawha County Public Library in August 1978 and has submitted her intent to retire effective June 30, 2016; and

WHEREAS, Ms. Ward has served as a Library Clerk from August 1978 until August 1984; and

WHEREAS, Ms. Ward has served as an AV Department Clerk from August 1984 until July 1990; and

WHEREAS, Ms. Ward has served as a Children's Services Library Assistant II from July 1990 until January 1998; and

WHEREAS, Ms. Ward has served as a Bookmobile Reserve Clerk/Library Assistant II from January 1998 until August 2000; and

WHEREAS, Ms. Ward has served as a Tech Services Specialist from August 2000 until her retirement; and

WHEREAS, Ms. Ward fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Ward's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Ward a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

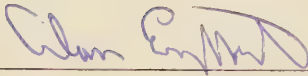
AND BE IT FURTHER RESOLVED, that the resolution be spread upon the minutes of the meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Paula Ward.

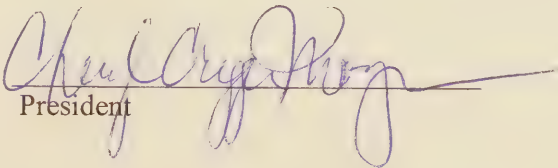
REPORTS OF COMMITTEES:

Ad Hoc Building Projects Committee. Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to consider matters involving or affecting the purchase, sale, or lease of property which if made public might adversely affect the financial or other interest of the Library.

The Board reconvened in open session.

There being no further business the meeting was adjourned.


Secretary


President

